ANNUAL REPORT OF THE PUBLIC PRINTER 1937

Annual Report of the

PUBLIC PRINTER

* 1937 *

Submitted to the

Congress of the United States

January 3, 1938

UNITED STATES GOVERNMENT

PRINTING OFFICE · WASHINGTON

A. E. Giegengack, PUBLIC PRINTER

GEORGE ORTLEB, *Deputy Public Printer*

MISS JO COFFIN, *Assistant to the Public Printer*

HENRY H. WRIGHT	*Chief Clerk*
GEORGE C. HAVENNER	*Liaison Officer*
EDWARD M. NEVILS	*Production Manager*
EDWARD A. HUSE	*Night Production Manager*
WILLIAM A. MITCHELL	*Superintendent of Planning*
HOWELL K. STEPHENS	*Superintendent of Composition*
JOHN A. McLEAN	*Superintendent of Platemaking*
BERT E. BAIR	*Superintendent of Presswork*
FELIX J. BELAIR	*Superintendent of Binding*
RUSSELL H. HERRELL	*Comptroller*
ERNEST E. EMERSON	*Director of Purchases*
MORRIS S. KANTROWITZ	*Technical Director*
ALLA G. STEVENS	*Superintendent of Stores*
DANIEL P. BUSH, M. D.	*Medical and Sanitary Director*
ALFRED E. HANSON	*Mechanical Superintendent*
ALTON P. TISDEL	*Superintendent of Documents*
JAMES B. BENNETT	*Captain of the Guard*
WILLIAM A. SMITH	*Congressional Record Clerk*

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Annual Report of

THE PUBLIC PRINTER

WASHINGTON, D. C., JANUARY 3, 1938

I HAVE the honor to submit to the Congress of the United States the following report covering the work of the Government Printing Office for the fiscal year ended June 30, 1937, as required by law.

Introduction

In my reports for the fiscal years 1935 and 1936, I reported to you upon a number of new methods and processes that had been introduced into the Government Printing Office to increase its efficiency through speeding up production and reducing costs. I also reported to you on the purchase of new machinery and equipment to replace that which had become obsolete and worn out.

The plan of adopting new processes and the replacing of worn-out machinery in order to insure maximum production in the Office is a continuing one, and during the past year a number of improved methods of a more or less minor nature were introduced and considerable new and improved machinery was installed. It is indeed very gratifying to report to you that every advanced idea and every new piece of equipment introduced into the Office during the past 3 years has proven entirely satisfactory, and that the superintendents of our production divisions advise me that these new processes and pieces of equipment have materially lessened their problems.

An important innovation introduced by me in 1935 was the appointing of a Director of Typography and the reorganization of the Layout Section of the Planning Division for the purpose of modernizing and improving the appearance of Government publications with the intent to create a greater demand therefor by the public. One

of the results of this artistic modernization of Government publications has been the receipt of a large number of letters commending the Office upon the greatly improved appearance of many of the publications issued by it.

NEW EQUIPMENT

New equipment purchased during the past year for various divisions was as follows:

For the Composing Division, 6 electric proof presses; 247 galley cabinets for the storage of type on galleys; 23,454 metal galleys; one 3-point, one 4-point, twenty-five 6-point, thirty 8-point, twenty-three 10-point, and twenty-six 12-point monotype composition molds; 9 bench saw trimmers; 25 lead and rule cutters; 2 monotype material-making machines; 8 steel make-up banks; and other miscellaneous equipment. For the Platemaking Division, 2 stereotype matrix rolling machines, 2 platen pneumatic drying presses, 1 single-platen pneumatic drying press, 2 water-cooled aprons, 1 pyro silver bath holder, 1 single-face arc printing lamp consisting of 2 lamps and 1 reflector, and a flexible rubber printing plate system including a fully equipped 24- by 32-inch precision vulcanizing press. For the Presswork Division, 2 Kluge automatic platen presses with automatic feeders and automatic lowering joggers, 3 rotary web-fed perfecting presses to print money orders, 2 Miehle vertical automatic job-printing presses with automatic lowering delivery table and complete electrical equipment, four 10- by 15-inch Chandler & Price presses with Rice automatic feeders with standard equipment, 1 high-speed flat-bed No. 2 Kelly automatic printing press completely equipped, 1 Miller high-speed flat-bed cylinder printing press completely equipped, 1 hand-lift truck of 5,000 pounds capacity, 1,200 Hacker test blocks, 35 numbering machines with skip-wheel attachments, and 1 pair of double-decker arc lights consisting of 4 single-scissor type carbon-fed lamps with diffuser timer and switching control. For the Bindery Division, three 50-inch automatic spacing paper-cutting machines with electric equipment, 6 Boston wire-stitching heads, 1 Smyth cloth-cutting machine, 1 book-sewing machine, 1 skiving machine, and 1 skiving knife. For the Stores Division, 3 hand-lift trucks of 5,000 pounds' capacity each, 1 electric telescopic high-lift truck of 4,000 pounds' capacity, 4 hand-lift trucks of 5,000 pounds' capacity each, 1 telescopic high-lift electric truck of 6,000 pounds' capacity, and 2 electric low-lift elevating platform trucks of 4,000 pounds' capacity each. For the Delivery Section, 1 half-ton standard panel delivery truck. For the Division of Public Documents, 1 hand-lift truck of 5,000 pounds'

capacity. For the Maintenance Division, 1 electric hoist of ½-ton capacity, 1 punch press for punching and riveting sheet metal, and 1 combination brake and folder machine.

LEAVE COSTS ABSORBED

One of the outstanding accomplishments of the Office, in my opinion, was the picking up of the heavy financial burden placed upon it by the passage of the current leave laws.

To give some idea of what had to be saved to pick up this additional expense it is only necessary to state that the Office is now entitled to 62,095 more days of annual leave than under the prior law, and grants to employees at least 39,515 days of sick leave to which they were not previously entitled, making a total of 101,610 days of nonproductive time at an average cost to the Office of approximately $711,000 annually. This saving was made possible through new processes and improvements introduced and new machinery installed during the past 3 years and to the increased efficiency of employees, thereby obviating the necessity of increasing prices to departments and establishments and without any increase being made in appropriations for Congressional work, a tribute to the loyalty of the employees and to the cooperation that I have received from my executives.

PAY ROLL PROCEDURE

In view of the industrial nature of the work of the Government Printing Office, the passage of the leave laws of March 14, 1936, created such a tremendous burden for the pay-roll and cost clerks that it was physically impossible to handle the work under the old methods with any degree of accuracy or in time to meet the pay-roll dates. Therefore, as of August 1, 1936, an entirely new system of time recording and pay-roll accounting was installed. Under the new system, and by the use of control accounts, forms were simplified and the number of reports was reduced. To illustrate, by citing only one of many innovations: Prior to the change, each section forwarded to the Division of Accounts daily a list of all employees working in the section, showing the number of hours each worked, his rate of pay, whether he was on leave and the type of leave he was taking, together with all other information necessary to the daily posting of the time and leave accounts, such posting being done by hand. Under the new system a master card is set up in the Division of Accounts which shows the employee's regular schedule; and it is necessary to report and post transactions concerning only those employees who deviate from the regular schedule. This reduces the number of daily reports

and postings to approximately 1,000 instead of one for each employee, and the majority of these postings are made automatically by electrical accounting equipment.

In connection with the change in procedure, the use of the Individual Time Roll, a form 14 by 17 inches, on which formerly were posted all pay-roll and leave data concerning an employee, was discontinued and there was substituted for it a card form 5 by 8 inches (Individual Record of Absence). This card was designed for visible alphabetical filing and shows at a glance the complete leave status of each employee, such as the amount of each kind of leave he has used and the amount of each he has to his credit, the number of advances of sick leave he has had, the number of days on doctor's certificate, the number of days on personal certification, the number of times tardy, the number of times absent, and all other essential leave information.

Through simplification of forms, the elimination of unnecessary reports, and the substitution of machine for hand work in some cases, the Division of Accounts was enabled to carry on its pay-roll and leave work more accurately and more promptly and with fewer employees than had been employed under the old system, notwithstanding the fact that the leave laws increased these transactions 126 percent. In addition to the savings resulting from the handling of this great increase in work with a decreased personnel in the pay-roll section, the elimination of the former Daily Time Report saves the Office $10,000 a year in its printing bill alone.

EFFICIENCY RATING SYSTEM

During the fiscal year an efficiency rating system patterned after that approved by the Civil Service Commission for use in the executive departments and other Government establishments was put into effect in the Government Printing Office in lieu of the old numerical system which had previously been used in grading the employees semiannually. Under the new system the ratings are prepared annually as of May 15. This brings the personnel policies of the Government Printing Office more nearly in line with those of the other departments and establishments; gives the rating officers more time in which to study their employees; places before the Public Printer something definite upon which to take action when reducing the force periodically at the close of each session of Congress; and relieves the supervisory force once a year of the volume of work incidental to the preparation of ratings, thus allowing them to devote more time to production problems.

The new system develops more reliable information upon which to

make promotions, demotions, separations, or to take other action, in that it is designed in such a manner as to compel the supervisory force to analyze the work of each employee more thoroughly in the development of the ratings. This also enables the supervisors to handle the forces more intelligently; by knowing the relative merits of their employees, they can place them where their services can be used to the best advantage. But the real benefit of the new system comes from the fact that the employees are now, for the first time, notified as to their ratings and are given an opportunity to appeal if, in their opinion, they have not been treated fairly. It happened in many cases that the employees thought their work was entirely satisfactory to the Office until they received their ratings advising them that it was not. They then discussed the ratings with their foremen, who pointed out their deficiencies and advised the employees how they could improve their ratings during the current year if they desired to do so. As the great majority of employees are anxious to receive the best possible rating, it is needless to say that the new system has greatly improved the efficiency of the Office as a whole, and that this not only has resulted in the production of more and better work but also has increased the morale of the employees, as they now know where they stand.

Increase in Personnel

There was an increase of 62 employees over the number on the rolls of the Office at the close of June 30, 1936. This increase in the personnel was due to a large increase in the quantity of work in certain of the production divisions, as well as to my desire to reduce overtime to a minimum. The total number of employees on the rolls of the Office at the close of June 30, 1937, was 5,594, as compared with 5,532 on June 30, 1936.

During the year 78 employees of the Office were retired—37 on account of age, 31 on account of disability, and 10 who took advantage of the clause in section 1 of the Retirement Act, approved May 29, 1930, which permits of retirement at employee's option for those who are eligible for retirement at the age of 70 years, 65 years, or 62 years, as the case may be, after they have attained the age of 68, 63, or 60 years, respectively, providing they have had at least 30 years of service. Of the 78 employees who retired during the past year, 64 were men and 14 were women.

The total retirements from August 20, 1920, to June 30, 1937, for age, disability, and optional, number 1,647.

The following summarized statement shows all changes in personnel during the past fiscal year:

Appointments	628
Separations	566
Retirements	78
Deaths	30
On rolls June 30, 1937	5, 594

It may be interesting to note that during the past year there were 6,963 visitors conducted through the Office; of this number 89 were from foreign countries.

Health and Welfare Activities

Emergency Hospital. During the fiscal year 1937 the Emergency Hospital gave a total of 20,972 treatments to employees of the Office. Of this number 4,240 treatments were for injuries received while on duty; 1,799 surgical treatments for other than injuries received while on duty, which enabled the employees to remain at work and perform efficient service with little or no loss of time; 9,793 medical treatments other than surgical; and 5,140 re-treatments. There was one death in the Office, due to coronary occlusion.

In addition to the surgical and medical treatments rendered to employees of the Office by the Emergency Hospital staff, 1,203 physical examinations were made, including those of employees just entering the service.

Applications to the number of 11,493 were approved for illness, injury (not service-connected), and sickness in family, with a total loss of 40,493 working days. Using the total number of employees as a basis, the average loss of time due to illness, injury (not service-connected), and sickness in family was 7¼ days per employee.

In addition to the treatments given to employees of the Government Printing Office, 171 treatments were given to employees of the Washington City Post Office. The Medical Director also made 53 physical examinations for the Social Security Board and the Railway Mail Service, and made 247 calls at the homes of employees during the year.

Group Life Insurance. The Government Printing Office Group Life Insurance Association, since its organization on May 1, 1931, had paid out $138,466 on 161 claims up to April 30, 1937. At the close of the association's fiscal year on April 30, 1937, there had been issued 3,506 first-unit policies, amounting to $3,035,504; 1,794 second-unit policies, amounting to $1,558,277; and 318 third-unit policies, amounting to $260,610.

The reserve fund of the association consisted of $45,000 in United States Treasury bonds and $1,000 invested in the Government Printing Office Federal Credit Union. In addition to the Treasury bonds and the Federal Credit Union investment, there was on hand on April 30, 1937, $2,799.78 in checking accounts.

Insurance is provided at a cost of $1 per month per unit in amounts from $250 to $1,000, depending upon an employee's age.

Group Hospitalization. Group hospitalization was introduced into the Government Printing Office on May 1, 1935, at which time 515 employees joined the organization. At the close of the fiscal year 1937 there were 1,336 members of this group.

For the nominal cost of 65 cents a month members are assured 21 days' hospital care, including semiprivate accommodations, bed and board, general nursing care, use of operating room, ordinary medications, and routine laboratory examinations. If more than 21 days' hospitalization is needed, the hospital allows a discount of 10 percent to members.

A number of leading hospitals in the city are affiliated with this organization, and each member of the group may select the hospital to which he would prefer to be taken. All hospitals affiliated with group hospitalization have been approved by the Medical Society of the District of Columbia.

Participation is open to all employees of the Government Printing Office under 65 years of age who have been in sound health for 30 days preceding the date of application for membership.

Federal Credit Union. The Government Printing Office Federal Credit Union was granted its charter on August 20, 1935, under authority of the act approved June 26, 1934 (Public, No. 467, 73d Cong.). The purpose of the Federal Credit Union system is to establish a further market for securities of the United States and to make more available, to people of small means, credit for provident purposes through a national system of cooperative credit, thereby helping to stabilize the credit structure of the United States.

At the end of the fiscal year 1937 the union had received, for shares, fines, and entrance fees, a total of $49,155.27. Its outstanding loans amounted to $47,698.08. Its total membership was 1,729. All loans are payable either in monthly or semimonthly installments, the interest charge under the Federal Credit Union Act being 1 percent per month on unpaid balances.

Under the provisions of the Federal Credit Union Act, all receipts from entrance fees and fines must be transferred to a reserve fund for bad loans and 20 percent of all earnings to a surplus fund. At the

present time the surplus fund amounts to $535.37 and the reserve for bad loans, $895.85.

The net earnings of the association since its organization amount to $1,622.76, which will be divided among the members in proportion to the length of time and the amount of their deposit.

Government Printing Office American Legion Post, No. 33. The Government Printing Office American Legion Post has a membership of 434, and it is one of the largest posts in the Department of the District of Columbia. This post has devoted considerable time to Americanization, welfare, and rehabilitation work, and as a recognition for its activities in these worth-while undertakings a member of the post was elected a department vice commander, another one was appointed department membership officer, and a third member was made chairman of the department musical committee. The Government Printing Office Post is the only American Legion post in the District of Columbia that maintains a fully uniformed Legion band. The department adjutant is also an employee of the Government Printing Office. However, he is a member of Bunker Hill Post, No. 31.

Government Printing Office Unit, No. 33, American Legion Auxiliary. The Government Printing Office Unit, No. 33, American Legion Auxiliary, was organized in 1935. It has a membership of 90, composed entirely of the wives, mothers, and sisters of veterans employed in the Government Printing Office. During the past year it actively participated with the Government Printing Office American Legion Post, No. 33, in all of its welfare and Americanization work.

American Legion Parade. The Government Printing Office American Legion Post, No. 33, headed by the Public Printer, participated in the American Legion parade in New York City on September 21, 1937. The Government Printing Office Legion Band, which is composed entirely of employees of the Office, accompanied by the color bearers, formed the escort to the Public Printer and members of the post. This band, which was organized in 1935, is rapidly becoming one of the outstanding bands of the District of Columbia and, besides participating in all Legion affairs of the department, it is frequently called upon to assist at various civic gatherings.

United Veterans of American Wars, Government Printing Office, Unit No. 1. The United Veterans of American Wars, Government Printing Office, Unit No. 1, was organized in 1922 and it is the oldest veteran organization in the Government Printing Office. Its membership numbers 375 and is composed of Spanish-American War and World War veterans. Unit No. 2, known as the Col. Charles Young

Unit, is the colored branch of this organization. During the past year both units participated in numerous patriotic affairs.

Federal Employees' Organizations. In 1935 there were organized in the clerical divisions of the Office two Federal employees' lodges affiliated with the American Federation of Government Employees. These two lodges have a combined membership of 162, and they participate in all activities beneficial to the clerical employees of the Office.

Cafeteria and Recreation Association. The Cafeteria and Recreation Association of the Government Printing Office is an employee organization which operates the cafeteria, bowling alleys, cigar stand, auditorium, and recreation rooms. Its total receipts for the year 1937 were $354,111.55, or an increase of $100,281.55 over the receipts for 1936.

During the year 1937 the cafeteria served 1,043,058 meals, an increase of 59,058 over the number served during 1936. The average number of meals served per day was 4,029.

The number of non-civil-service employees on the cafeteria rolls at the close of the 1937 year was 102, with an annual pay roll of $77,726.82, or an increase in its pay roll of $9,195.19 over 1936.

During the past year there were installed in the cafeteria an indirect lighting system, venetian blinds, modern oscillating electric fans, automatic ice-cream cabinets, new electric bake ovens, and new serving counters with the most modern equipment, such as urns, grills, sanitary shelving, and tray dispensers.

The Cafeteria and Recreation Association during the past year rendered assistance to the Government Printing Office baseball clubs, to the orchestra, to the Legion band, and other employee organizations.

Apprentice School

The Apprentice School, reopened on October 16, 1935, with 100 apprentices—96 boys and 4 girls—has retained its original enrollment with the exception of two boys who were dropped from the rolls soon after the school was organized. One resigned to accept appointment to the United States Naval Academy and one was dismissed after failing to meet apprentice requirements.

The 98 apprentices now enrolled have responded admirably to instruction given them in both school and mechanical sections. Reports from instructors, foremen, and group chiefs show that steady progress has been made by apprentices in all trades taught and supervised by the school. For the year ended June 30, 1937, the entire class made the following composite monthly averages: Academic, 90 percent; trade training, 88 percent; and shop work, 86 percent.

Academic instruction consisted of a further study of English grammar, the need for good English usage—both in spoken and written form—being deemed very essential in all trade branches of the printing industry. Particular emphasis was placed on sentence structure, spelling, and syllabication throughout the year. Trade instruction has advanced to the secondary stage of development, and the apprentices are performing the more difficult assignments in a very satisfactory manner. Training in the mechanical departments consisted of work regularly performed by journeymen and skilled workers.

The apprentices, under supervision of school instructors, produced approximately $7,000 worth of printing, consisting of small Office forms, school lesson sheets, and miscellaneous jobs for the various welfare organizations in the Office. Other classes of printing produced by the apprentices include many interesting as well as educational booklets, leaflets, and displays which are on exhibition in the Apprentice Section.

The school continued to operate on a part-time basis, 2 hours of each week being devoted to academic study and 38 hours to special trade instruction and shop-work experience.

Rush Work

During the fiscal year 1937 many calls for rush work were made upon the Office, some of which required that jobs be delivered within a specified time. Some of these calls greatly taxed the production facilities of the Office, but I am gratified to report that in many instances delivery was made in even a shorter period of time than that specified by the ordering office, and that every request for rush work was complied with.

The Job Section, during the last fiscal year, handled 41,287 jobs. As occurred in the fiscal years 1935 and 1936, the number of copies of many of the blank forms, circulars, and pamphlets ordered during 1937 ran into the millions, and some of them required binding or other operations of an unusual character. For instance, the Social Security Board's form Application for Accounting Number called for 40,000,000 copies. This form was printed on sheets 36½ by 48½ inches, 24 copies up, 8 by 9 inches, cut to fold 8 up, and slit on folding machines. The forms were banded in packages of 100, trimmed on front to 3⅞ inches, packed in cartons of 4,500 forms each, and each carton sealed with gummed paper.

Some of the other large outstanding orders were:

For the Department of Commerce 250,000 copies of a Seamen's Discharge Book, consisting of 32 pages and cover with round-corner flap. To make the flap on this book it was necessary to readjust a case-making machine so that the same output as on straight cover work could be maintained. Through the adjusting of this machine, hand operations on this book were reduced to three: namely, the placing of tapes in the back of the book to hold discharges, the placing of celluloid windows in the front cover, and the lining of the flap.

For the Post Office Department 350,000,000 copies of a blank form Application for Domestic Money Order, 6,500,000 copies of the form Carrier Receipt for Undelivered Mail Returned, and 250,000 copies of Box Rent and Key Deposit Register, size 11 by 9½ inches, with keyhole punch.

For the Works Progress Administration 2,500,000 copies of a 32-page pamphlet, Our Job with W. P. A.

Letters of Commendation

Many letters from Members of Congress and from the heads of executive departments and independent Government establishments were received by the Public Printer during the past year expressing appreciation for the prompt and helpful service rendered by the Government Printing Office.

The Assistant Chief of the Division of Publications of the Department of Agriculture, under date of October 22, 1936, wrote the Public Printer regarding the courtesies extended to 40 members of the editorial class of the Department of Agriculture on a visit to the Government Printing Office, as follows:

> Successive letters of appreciation from this office acknowledging the esprit de corps that prevails between your organization and the Department of Agriculture are legion.
>
> The occasion for this letter was recently created when more than 40 members of the editorial class from the Graduate School of the Department of Agriculture were conducted through the Printing Office on a tour of inspection.
>
> In behalf of the class, I wish to thank you for the courtesies we received and the interest shown to us in the remarks of the Deputy Public Printer, Mr. George Ortleb. The painstaking efforts of the Production Manager, Col. E. M. Nevils, and his assistant, Mr. William Smith, were reflected in the orderly manner in which the various groups were organized. The explanatory information given by the apprentices relative to the various functions performed in the several departments was both enlightening and educational.
>
> These yearly tours for the students of our Graduate School have done much to arouse an interest in printing and its related operations. The tendency of the students to familiarize themselves with a working knowledge of the graphic arts

makes for a more harmonious cooperation between department editors and your efficient organization. This is bound to be reflected in the transmission of manuscripts between the Department and the Printing Office.

Please accept my sincere appreciation for this latest courtesy, and believe that the students of our school are equally appreciative for your kindness.

The clerk of the United States District Court of Baltimore, Md., in a letter to the Chief of the Division of Supplies and Printing of the Department of Justice, dated November 3, 1936, said:

I take this opportunity to acknowledge the receipt of the inserts for the Assignment Dockets of the Court, and of the cover for the Assignment Docket used by Judge Coleman to replace the old one, which you honored under my requisition of September 21st last, and to say that I appreciate greatly your interest in having the inserts and the cover completed so expeditiously.

I wish further to express my thanks and the thanks of Judge Coleman for the excellent job the Government Printing Office made in filling this requisition. We were both very much pleased with the work, and especially with the new cover, which was an exceptionally fine piece of binding, and we greatly appreciate your interest in having the work done in so satisfactory a manner.

Under date of November 9, 1936, the Administrator of the Resettlement Administration said in a letter to the Public Printer regarding the printing of the pamphlet entitled "Greenbelt Towns":

Permit me to congratulate you and your staff on the excellent printing job which you did on our pamphlet entitled "Greenbelt Towns." This booklet is receiving a great deal of favorable comment, and the excellent work that your people did accounts in no small measure for its success.

At the same time permit me to thank you for your consistent and excellent cooperation with this Administration.

The Administrator of the Rural Electrification Administration in a letter to the Public Printer, dated November 11, 1936, regarding the work Electric Power on the Farm expressed his appreciation as follows:

I have just seen a copy of Electric Power on the Farm, and you are to be congratulated on its appearance.

Good printing has long been a hobby of mine. The work of your organization in producing The Report of the Mississippi Valley Committee and Little Waters proved to me that it could successfully compete with the best of our private organizations. This latest book provides further evidence of its outstanding ability.

In Electric Power on the Farm you have portrayed in printed form the electrical idea. The choice of paper and fine craftsmanship have made possible high quality of half-tone reproduction. The chapter headings and pages of solid text are exceptionally attractive.

In laying out the book we received the intelligent and sympathetic cooperation of Mr. Mortimer. In plans for its production and distribution, Mr. Mitchell and Mr. Tisdel were most helpful. I hope you will extend my thanks to them for their part in the job.

I am deeply grateful to you for your interest in our efforts to secure outstanding publications and for putting at our disposal the very best in your organization.

Under date of November 12, 1936, the Acting Chairman of the Social Security Board, in a letter to the Public Printer expressing appreciation for the service rendered in connection with the large amount of printing required for the setting up of accounts for qualified persons under the old-age benefits title of the Social Security Act, said:

I wish to express the sincere appreciation of the members of the Social Security Board for the splendid service rendered by the Government Printing Office in connection with the large amount of printing required for the setting up of accounts for qualified persons under the old-age benefits title of the Social Security Act. You and your associates have ably assisted in solving the problems of what appeared to be an impossible task, involving, as it did, the printing, packaging, wrapping, and shipping of 105 million pieces of printed matter in a limited time.

Please accept our thanks for the efforts made by you and your staff in accomplishing this work.

The Director of the Informational Service of the Social Security Board, in a letter to the Public Printer, dated November 17, 1936, said in regard to the printing of 50,000,000 copies of their Circular No. 9:

We are now doubly in your debt. I hope we have already expressed to you our keen appreciation of the spirit of enthusiastic cooperation with which you and your staff solved the exceptional problem of supplying us in 12 days with 50,000,000 copies of our circular, I. S. C. No. 9, for distribution to every postmaster in the country according to our agreement with the Post Office Department.

It is now a duty and a pleasure to express to you further appreciation of the skill and speed exhibited by your organization in furnishing, again in the briefest possible time, the circular which we desired to distribute at the convention of the American Federation of Labor.

The design of this folder from materials submitted by us is, of course, wholly the work of your expert staff, and you have produced such an attractive job so quickly that instead of printing only 10,000 we wish to increase the order, probably to 500,000, as soon as one or two necessary changes can be made in the text, which was rather hastily prepared. Through your most helpful efforts, 1,000 copies were received yesterday morning in time to send to Tampa, and we will ask you to hold the type for a few days until we can further edit the text and increase the order.

Under date of November 19, 1936, the Commissioner of Labor Statistics of the Department of Labor addressed the Public Printer as follows regarding the printing of Labor Information Bulletin:

I want to take this occasion to express my appreciation for the promptness with which the Government Printing Office handled the printing of the November issue of the Labor Information Bulletin. Within 6 working days after the manuscript left the Department of Labor the bulletin had been run off and was being distributed.

At the same time I wish to comment on the excellent appearance of the bulletin. Let me assure you that this service is greatly appreciated.

The Administrative Assistant to the Secretary of Commerce, in a letter to the Public Printer dated December 21, 1936, regarding the

printing of the Annual Report of the Secretary of Commerce for 1936, said:

May I express to you the deep appreciation of the Secretary of Commerce and myself for the splendid cooperation received from your Office, especially in connection with the Annual Report for 1936 of this Department.

On account of unavoidable circumstances we were delayed in submitting our copy for the report although we were quite anxious to have it distributed to the public at an early date. The officials of your organization assisted most cordially in getting out the proof and the finished product and the good work which they did for us fully deserves our commendation.

Senator A. H. Vandenberg, a member of the Senate Committee on Printing, in acknowledging receipt of a copy of the Annual Report of the Public Printer for 1936, said under date of January 6, 1937:

I am acknowledging your annual report. As one who knows something about the practical responsibilities which you confront, I want to tell you that I think you and your organization are doing a thoroughly fine piece of work, under exceedingly difficult circumstances. I congratulate you upon the record which you are making.

Senator Harry S. Truman, also a member of the Senate Committee on Printing, in a letter to the Public Printer dated January 8, 1937, said:

Thanks very much for the copies of the Report of the Public Printer, covering the work of the Government Printing Office for the fiscal year ended June 30, 1936. I am very glad to have them.

You seem to have done an excellent job with your Department, and I want to congratulate you upon its splendid condition.

The Administrative Assistant to the Secretary of the Treasury, under date of January 11, 1937, wrote the Public Printer as follows:

On December 29, 1936, this Department called to your personal attention the provisions of law which require the President to transmit to the Congress not later than January 9, 1937, a report covering the financial operations under the Emergency Relief Appropriation Acts of 1935 and 1936. The report covered the financial transactions under such acts to the close of business December 31, 1936. The purpose of the Department's letter was to acquaint you with the urgency of the matter because of the limited time available for the completion, printing, and delivery of the report to Congress.

As you know, the report was printed and available for transmission to Congress on Saturday, January 9, and the Department wishes to take this opportunity to express to you its appreciation for the splendid cooperation of the Government Printing Office without which it would have been impossible to have furnished the Congress a detailed report as of December 31 within the period prescribed by law.

The Administrative Assistant to the Director of the Bureau of the Budget wrote the Public Printer, under date of January 11, 1937, in regard to the printing of the 1938 Budget, as follows:

The Acting Director has asked me to express to you and to your assistants

his appreciation for the efficient manner in which the 1938 Budget was handled in the Government Printing Office.

Please convey his thanks to Messrs. Nevils, Huse, Stephens, and Byram for their splendid cooperation and expert work; also to Messrs. McCarthy, Casey, Patrick, and Williams, who rendered such valuable service in connection with proofreading and page revising in the Bureau of the Budget.

Under date of January 13, 1937, the Special Assistant to the Attorney General in a letter to the Public Printer said:

Returned herewith is the corrected proof of the Attorney General's speech on The Right Arm of Statesmanship. The Attorney General has requested me to compliment you on the artistic manner in which the pamphlet is set up.

The Librarian of the Congressional Library, under date of January 14, 1937, wrote the Public Printer, as follows:

We thank you for the copy of your Annual Report, which reached me yesterday, and which I have examined with interest and am glad to possess.

May I take the opportunity to compliment your Office upon the marked attention now given to the artistic quality of the format evidenced in the cover and title-page of this report and of which we have had very gratifying experience in connection with certain documents issued by the Library itself. It is an opinion that I have often expressed that in respect of such matters the Government Printing Office need not and does not fall behind even the most competent of private establishments.

The Secretary of Agriculture in a letter to the Public Printer, dated February 6, 1937, regarding the printing of the publication First Aid for Flooded Homes and Farms, said:

I want to express my personal appreciation in behalf of the Department of Agriculture for the most splendid cooperation given by the Government Printing Office and its workers, in the expeditious printing of the rush publication entitled "First Aid for Flooded Homes and Farms." The material for this 16-page pamphlet was sent to the Government Printing Office only yesterday, and today thousands of copies are off the press and being mailed.

The flood sufferers of the Ohio and Mississippi River Valleys who will be benefited by this published information will be grateful for the excellent service of your organization in their behalf.

Under date of February 9, 1937, the secretary of the Commodity Credit Corporation wrote the Public Printer, as follows:

Reference is made to your letter of January 27th, in which you advised us that every possible preference would be given to the printing and distribution of the forms we required, as requested in our letter of January 21st.

In this connection, we wish to take this opportunity to express our utmost satisfaction for the expeditious manner in which the printing and distribution of the forms were handled by the Government Printing Office.

We also wish to state that the Production Manager and the officials of the Planning Division have given our representative excellent cooperation to obtain these splendid results.

The Administrator of the Rural Electrification Administration, in a letter to the Public Printer dated February 10, 1937, said:

I long ago learned that the time has gone by when any one man can claim total responsibility for results. The era of group action has certainly arrived. This does not minimize my sense of obligation to you personally for the fine cooperation which we have had from you from the start in bringing out the Great Plains Report. It was a complicated job in many respects and novel in others, although it was a task which required the cooperative effort of a considerable group of people. It must be a satisfaction to you to be at the head of such an organization as now mans the G. P. O.

I want to especially commend the help we had during this period of the following people: Planning—William A. Mitchell, Superintendent of Planning; Half Tones—E. F. Burr, Engraving Department; Press Work—John H. Sheehan, Assistant Superintendent Night Press Room; Binding—F. J. Belair, Assistant Superintendent of Binding; Hand Section—E. M. Underwood, Assistant Foreman; Title Page Composition—C. C. DeNeane, Chief Compositor, Title Page Section; Technical Supervision—F. H. Mortimer, Layout Section; Technical Assistant—M. K. Magruder, Layout Section; Line Illustration for Title Page—Herbert Hicks, Layout Section.

Recalling as I do so distinctly your establishment when I first knew it under professional retainer from President Theodore Roosevelt it is a real pleasure to bear witness to the fact that under your administration very notable things are happening.

Please accept my warm congratulations and thanks.

Under date of February 12, 1937, the Chief of Staff of the Army wrote the Public Printer as follows regarding the printing of the Official Army Register, January 1, 1937:

There have been received at the War Department, this date, 1,100 copies, advance delivery, of the Official Army Register, January 1, 1937.

Several weeks since a representative of the War Department made an official visit at the office of Mr. William A. Mitchell, Superintendent of Planning, Government Printing Office, with the request that, if practicable, the publication of the Army Register be expedited. Mr. Mitchell stated that he would exert every effort to assure delivery of advance copies of this publication by February 15. The actual delivery at the War Department, this date, of 1,100 copies of the Army Register attests the fact that Mr. Mitchell has more than fulfilled his assurance as to early delivery.

That this timely distribution has been made possible through the cooperation and helpfulness of the Government Printing Office is deeply appreciated by the War Department.

It gives me much pleasure to add my personal thanks.

The Chief of the Division of Publications of the Department of Commerce, under date of March 9, 1937, wrote the Public Printer regarding the printing of 250,000 copies of a Continuous Discharge Book, as follows:

Voucher has been received covering the cost of furnishing 250,000 copies of a Continuous Discharge Book for use by seamen. This work involved a number of unusual printing and binding operations—a flapped cover, two cellophane windows

in cover, a cut-out on inside pages, and pages serially numbered. The estimated cost was $75,932.27 and the actual cost was $70,182.27.

The purpose of this letter is to compliment your office on furnishing an estimate so nearly representative of actual cost, especially as the Department requested that the estimate be based on maximum figures as the amount involved was to be included in a request for a deficiency appropriation.

Under date of April 1, 1937, the Director of Information and Extension of the Farm Credit Administration in a letter to the Public Printer said:

Your office recently completed the printing of a popularized summary of our annual report entitled "Credit for Agriculture in 1936." This work was done under your Jacket No. 118522.

We are all greatly pleased with the appearance of this publication and realize that much of the credit is due to the splendid cooperation given us by Mr. Mitchell and numerous other members of your staff. We know the excellence of the finished product is the result of constant attention to details all along the line. The engraving was exceptionally well done; the ink, although slightly different than that usually used, matched our sample perfectly; and particular care was taken in following our layout, as well as in doing the presswork and binding. Mr. John Jeffries of the Planning Section was particularly helpful in expediting the entire job. The result is a publication of which I believe both the Government Printing Office and the Farm Credit Administration can be justly proud.

We particularly appreciate the good printing because we believe it greatly increases the effectiveness of our efforts to provide farmers with information that will enable them to use cooperative credit successfully.

The Commissioner of Education of the Department of the Interior said in a letter to the Public Printer dated April 16, 1937:

We certainly want to express our gratitude to you and to your staff members who are responsible for giving the Office of Education such a beautiful piece of work on Bulletin 1936, No. 19, Functional Planning of Elementary School Buildings.

We very greatly appreciate such fine results and felt we would be remiss in our duty if we did not send this message to you.

The Chairman of the Social Security Board wrote the Public Printer on May 1, 1937, as follows:

I want to express to you our appreciation for the extraordinary speed with which you printed our latest publication Economic Insecurity in Old Age and to compliment you on having an organization which can produce printing of such fine quality in so short a time.

I am told that we have had the utmost cooperation in the production of this book from you personally, from Mr. Edward Huse, your night Production Manager, and all the other members of your staff with whom our people have been in contact.

Your ability to turn out 200 copies of this volume literally overnight has been of great help to us.

Senator David I. Walsh, Chairman of the Senate Committee on Naval Affairs, under date of May 6, 1937, wrote the Public Printer

as follows regarding the printing of Senate Document No. 35, entitled "The United States Navy":

I want you to know that I am very much pleased with the attractive appearance, fine workmanship, and excellent printing job on Senate Document No. 35, entitled "The United States Navy."

Please accept my hearty congratulations.

I am also most appreciative of the courtesy and consideration extended to me by you and your staff in the preparation and printing of this document.

The Chief of Staff of the Army wrote the Public Printer on May 14, 1937, as follows:

The War Department received yesterday, a partial delivery of the April 20, 1937, issue of the Army List and Directory. That a timely distribution of this publication is made possible through the cooperation and helpfulness of the Government Printing Office is greatly appreciated by the War Department.

Mr. H. S. Person, representing the Chairman of the Up-Stream Engineering Conference Committee of the Rural Electrification Administration, wrote the Public Printer under date of May 17, 1937, regarding the printing of Headwaters Control and Use, as follows:

On behalf of the Up-Stream Engineering Conference Committee I desire to express appreciation of the way in which everyone in the Government Printing Office concerned with the manufacture of Headwaters Control and Use has made the incidental work of the committee pleasant and easy, and for the excellence of the result.

Every concerned member of your staff has contributed to this end; but our contacts have been chiefly with Mr. Mortimer because our related activity has pivoted on the format. This phase of the work proceeded with exceptional smoothness and precision. Not once did we have the impulse to suggest a change in the lay-out of the various elements of format as designed by Mr. Mortimer.

The Director of the National Park Service of the Department of the Interior, in a letter to the Public Printer dated May 18, 1937, regarding the printing of a number of circulars of information pertaining to the national parks, said:

A number of the circulars of information of the national parks for 1937 have been delivered, and many favorable comments on their attractiveness have reached us. These comments have come both from persons in the Department and from outside sources.

Officials of the National Park Service realize that these gratifying results could not be obtained without the careful planning and complete cooperation of members of your organization. We wish, therefore, to express our sincere appreciation of the efforts of Mr. Frank H. Mortimer, Director of Typography, Planning Division, and his staff who have taken such a keen personal interest in the make-up of these booklets. They have always shown a sympathetic understanding of the ideals of this Service, and our representatives have found it a pleasure and satisfaction to work with them.

We should be glad to have you pass on to the members of that division our expression of appreciation for their cooperation in this matter.

The Attorney General of the United States, in a letter to the Public Printer dated June 8, 1937, said in regard to the printing of the trial brief in the Astor case:

I have been advised by Mr. William Stanley of the outstanding work which was performed by members of your organization in connection with the preparation of the trial brief in the Astor case which was recently heard in New York City. The gentlemen particularly mentioned were: Mr. R. H. Lecraw, Assistant Superintendent of Composition; Mr. F. J. Belair, Assistant Superintendent of Binding; Mr. M. C. Harman, Superintendent of Binding's Office; Mr. H. C. Neal, Foreman in Bindery; Mr. G. A. Fischer, Group Chief in Bindery.

Permit me, in behalf of the Department of Justice, to express my deep appreciation of the assistance which these gentlemen rendered, as they did an excellent job and deserve commendation.

The Commissioner of the American-Turkish Claims Commission of the Department of State wrote the Public Printer on June 9, 1937, as follows:

I am giving myself the pleasure of sending an expression of appreciation for the excellent cooperation of the Printing Office in a somewhat unusually difficult task, which I have just completed, with some difficulty, as the period allotted for the work expired.

I was entrusted by the President with the settlement of a large number of claims growing out of the war. It was necessary to write a large number of detailed opinions and other things. Throughout the duration of the work materials have been printed by the Printing Office with expedition and fine accuracy, and I have been the recipient of assistance and courteous treatment from Mr. Mitchell and others associated with him, for which I am grateful.

In addition to the above letters many others were received by the Public Printer from Government officials commending the Office for the prompt and efficient service rendered and for the courteous treatment and help received from the officials and employees of the Office.

New Warehouse Building

Pouring of concrete for foundations for the new warehouse building was started on December 23, 1936, from which date rapid progress was made for several months. On October 15, 1937, the warehouse was about 88 percent completed and the second floor is expected to be finished by the end of December 1937. The completion of the warehouse, however, has been delayed by a jurisdictional strike of elevator constructors and steel erectors.

The basement, first floor, and third floor have been designed primarily for the unloading and storage of paper from trucks and from railroad cars.

The interior of the second floor is designed as work space, in which

will be located the Postal Card and Money Order Section of the Press-work Division. Space will also be provided for a vault for storage of postal cards, and also space for the storage of money-order and postal-card stock. Temporary offices for use by the Superintendent of Stores during the demolition of the old buildings and erection of annex building number 3 will also be located on this floor. This office will be moved into annex building number 3 when the same is completed.

The money-order and postal-card space will be air-conditioned, have end-grain wood-block floors, acoustical tile ceilings, glazed tile wainscot, and plaster walls. The Money Order Section will have combination incandescent and high-pressure mercury vapor lamps in glassteel diffusing globes. In the Postal Card Section there will be a lowerator for automatically lowering paper stock from the third-floor unloading platforms to the second-floor storage area, and a conveyor for transporting postal cards directly from the vault on the second floor into freight or express cars on the third floor.

In the basement of the warehouse will be located a power substation for switching and stepping down the 13,200-volt incoming power to a 120- and 208-volt, 3-phase, 60-cycle, 4-wire distribution system for general lighting and power. The money-order and postal-card presses will be operated from a 120–240-volt direct-current tie line from our present power plant. The warehouse will be wired for the watchmen's reporting and fire-alarm systems, and there will be installed therein an auto call system connecting with the present main building and one from the third-floor offices of the Stores Division to the storage spaces of this section in the warehouse building.

Work on the interlocking signal system of the railroad company to tie in our warehouse tracks with the terminal system and the laying of tracks in the warehouse has been completed.

New Office Building

On May 12, 1937, advertisements for proposals for annex building number 3 were sent to several contractors' and engineering publications. Bids for this building and for the elevators were opened on July 16, 1937. The low bid on the building was $5,191,000 submitted by the Great Lakes Construction Co. Of 12 alternate bids 6 were recommended for rejection and 6 for acceptance, making the final bid $5,237,489 for the building. The Otis Elevator Co. was the low bidder for the elevators, its proposal being $414,900. Under these proposals the total cost of building and elevators would be $5,652,389.

No award was made for the construction of the building and the furnishing of the elevators, as the last Congress failed to include an appropriation item in the third deficiency bill for this work.

The Procurement Division and this Office will submit to the next Congress an appropriation item in order that work on the proposed new building may start as soon as possible.

On June 1, 1937, a contract was entered into for the renting of a warehouse at 613 G Street NW. to provide temporary quarters for the receiving and the shipping sections of the Superintendent of Documents Office and space for the stored material in the old buildings which are to be razed to make room for the new building. Since the renting of this warehouse, moving of the sections of the Documents Division from these old buildings has been in progress.

Receipts and Expenditures

The total resources available to the Government Printing Office during the fiscal year ended June 30, 1937, including the Office of the Superintendent of Documents and appropriations and payments for work, amounted to $19,975,107.28.

Obligations incurred during the fiscal year 1937 totaled $19,930,138.72, leaving an unobligated balance of $44,968.56 subject to overadjustments or underadjustments on approximately $2,181,-183.17 outstanding obligations to July 1, 1937. Obligations incurred in 1937 showed a decrease of $471,120.94 from those for 1936.

The total compensation paid to all employees, including those of the Office of the Superintendent of Documents, during the fiscal year 1937 amounted to $12,154,368.98, which total includes $402,941.40 deposited to the credit of employees in the retirement fund through the 3½ percent deduction as required by law.

Table 1 gives the details of all resources available to the Government Printing Office for the fiscal year ended June 30, 1937, and all liabilities incurred against these resources during the fiscal year. Resources in 1937 amounted to $19,975,107.28, as compared with $20,645,418.83 for the fiscal year 1936, a decrease of $670,311.55.

TABLE 1.—*Resources and liabilities under appropriations for the fiscal year ended June 30, 1937*

RESOURCES

Appropriation for working capital, legislative act approved Apr. 17, 1936	$3, 850, 000. 00	
Payments from all sources for printing and binding	14, 648, 586. 90	
Refunds from various sources	232. 34	
Bills receivable July 1, 1937, for printing and binding furnished	671, 000. 54	
		$19, 169, 819. 78
Appropriations for salaries, Office of Superintendent of Documents		585, 000. 00
Appropriation for general expenses, Office of Superintendent of Documents		215, 000. 00
Balance of appropriation for equipment for Government Printing Office building [1]		670. 36
Chicago World's Fair Centennial Celebration, Deficiency Act 1934		322. 97
California-Pacific International Exposition, 1936–37		1, 027. 55
Texas Centennial Exposition, Act of Aug. 12, 1935		3, 266. 62
Total resources available for fiscal year 1937		19, 975, 107. 28

LIABILITIES

Working capital and repayments for printing and binding:		
Disbursed to June 30, 1937	$16, 048, 959. 61	
Outstanding obligations July 1, 1937	2, 092, 552. 67	
Total disbursed and outstanding obligations		18, 141, 512. 28
Salaries, Office of Superintendent of Documents:		
Disbursed to June 30, 1937	$543, 260. 88	
Outstanding obligations July 1, 1937	26, 221. 39	
Total disbursed and outstanding obligations		569, 482. 27

[1] Appropriated in 1929, available until used.

TABLE 1.—*Resources and liabilities under appropriations for the fiscal year ended June 30, 1937*—Continued

LIABILITIES—continued

General expense, Office of Superintendent of Documents:		
Disbursed to June 30, 1937	$152, 445. 11	
Outstanding obligations July 1, 1937	62, 404. 89	
Total disbursed and outstanding obligations		$214, 850. 00
California-Pacific International Exposition, 1936–37:		
Disbursed to June 30, 1937	$1, 027. 55	
Outstanding obligations July 1, 1937		
Total disbursed and outstanding obligations		1, 027. 55
Texas Centennial Exposition:		
Disbursed to June 30, 1937	$3, 262. 40	
Outstanding obligations July 1, 1937	4. 22	
Total disbursed and outstanding obligations		3, 266. 62
Total disbursed to June 30, 1937	$16, 748, 955. 55	
Total outstanding obligations July 1, 1937	2, 181, 183. 17	
Outstanding obligations returnable to U. S. Treasury	1, 000, 000. 00	
Total disbursed and outstanding obligations		19, 930, 138. 72
Unobligated balances (subject to 10 percent over or under on outstanding orders)[2] [3]		44, 968. 56
Total		19, 975, 107. 28

[2] Includes $670.36, equipment for Government Printing Office building, available 1938.
[3] Includes $322.97, Chicago World's Fair Centennial Celebration, available 1938.

Table 2 is a summary statement showing all financial transactions during the fiscal year ended June 30, 1937, covering appropriations made for the fiscal years 1935, 1936, and 1937. This statement also gives a summary of all expenditures for various items during the fiscal year 1937, regardless of the appropriation from which paid, together with a recapitulation of disbursements by major items.

TABLE 2.—*Summary of financial transactions in fiscal year ended June 30, 1937, covering appropriations for fiscal years 1935, 1936, and 1937*

TRANSACTIONS FROM APPROPRIATION FOR 1935

	Resources	Disbursements	Unexpended balance on July 1, 1937, from the appropriation for 1935
Public printing and binding:			
Unexpended balance July 1, 1936	$3,317.76		
Credits to appropriations by payments from all sources for printing and binding and other receipts from miscellaneous sources	7,333.90		
Disbursed for material and supplies		$7,813.18	
Total	10,651.66	7,813.18	$2,838.48
Salaries, Office of Superintendent of Documents:			
Unexpended balance July 1, 1936	2,363.06		2,363.06
General expense, Office of Superintendent of Documents:			
Unexpended balance, July 1, 1936	10,457.57		
Disbursed		10,457.57	
Total	10,457.57	10,457.57	
Grand total appropriations	23,472.29	18,270.75	5,201.54
Unobligated balance of 1935 appropriations on June 30, 1937			5,201.54

TRANSACTIONS FROM APPROPRIATION FOR 1936

	Resources	Disbursements	Unexpended balance on July 1, 1937, from the appropriation for 1936
Public printing and binding:			
Unexpended balance July 1, 1936	$1,044,919.01		
Credits to appropriations by payments from all sources for printing and binding and other receipts from miscellaneous sources	1,993,927.60		
Disbursed for labor		$493,123.13	
Disbursed for paper		1,045,516.16	
Disbursed for lithographing and engraving		77,048.04	
Disbursed for materials and supplies		276,323.27	
Disbursed to Surplus Fund		1,000,000.00	
Total	3,038,846.61	2,892,010.60	$146,836.01
Salaries, Office of Superintendent of Documents:			
Unexpended balance July 1, 1936	32,990.01		
Disbursed		23,383.30	
Total	32,990.01	23,383.30	9,606.71
General expense, Office of Superintendent of Documents:			
Unexpended balance, July 1, 1936	77,414.40		
Disbursed		61,564.92	
Total	77,414.40	61,564.92	15,849.48
Grand total appropriations	3,149,251.02	2,976,958.82	172,292.20
Deduct for outstanding obligations			13,532.83
Unobligated balance of 1936 appropriations on June 30, 1937			158,759.37

TABLE 2.—*Summary of financial transactions in fiscal year ended June 30, 1937, covering appropriations for fiscal years 1935, 1936, and 1937*—Continued

APPROPRIATION FOR 1937

	Resources	Disbursements	Unexpended balance July 1, 1937
Public printing and binding:			
Legislative act of Apr. 17, 1936	$3,850,000.00		
Credits to appropriations by payments and bills receivable from all sources for printing and binding and other receipts from miscellaneous sources	15,319,819.78		
Disbursed for labor		$11,094,601.67	
Disbursed for paper		4,180,403.31	
Disbursed for lithographing and engraving		24,671.66	
Disbursed for materials and supplies		749,282.97	
Total	19,169,819.78	16,048,959.61	$3,120,860.17
Salaries, Office of Superintendent of Documents:			
Legislative act of Apr. 17, 1936	585,000.00		
Disbursed		543,260.88	
Total	585,000.00	543,260.88	41,739.12
General expense, Office of Superintendent of Documents:			
Legislative act of Apr. 17, 1936	215,000.00		
Disbursed		152,445.11	
Total	215,000.00	152,445.11	62,554.89
Equipment, Government Printing Office building, legislative act of Feb. 28, 1929:			
Unexpended balance July 1, 1936	[1] 670.36		
Disbursed to June 30, 1937			
Total	670.36		670.36
Chicago World's Fair Centennial Celebration, Deficiency Act of 1934:			
Unexpended balance July 1, 1936	322.97		
Disbursed to June 30, 1937			
Total	322.97		322.97
California-Pacific International Exposition, 1936-Jan. 1, 1937:			
Supplemental appropriation act, approved Apr. 11, 1936:			
Unexpended balance July 1, 1936	1,027.55		
Disbursed to June 30, 1937		1,027.55	
Total	1,027.55	1,027.55	
Texas Centennial Exposition:			
Act of Aug. 12, 1935, approved Aug. 12, 1935	3,266.62		
Disbursed to June 30, 1937		3,262.40	
Unexpended balance July 1, 1937			
Total	3,266.62	3,262.40	4.22
Grand total appropriations	19,975,107.28	16,748,955.55	3,226,151.73
Deduct for outstanding obligations			3,181,183.17
Unobligated balances of 1937 appropriations on June 30, 1937			[2] 44,968.56
Total unobligated balance, subject to change by 10 percent over and under on outstanding obligations:			
1935			5,201.54
1936			158,759.37
1937			44,968.56
Total			208,929.47

[1] Appropriated Feb. 28, 1929, available until used.
[2] Includes $670.36, equipment Government Printing Office building, available 1938.

TABLE 2.—*Summary of financial transactions in fiscal year ended June 30, 1937, covering appropriations for fiscal years 1935, 1936, and 1937*—Continued

RECAPITULATION—ALL APPROPRIATIONS

Total paid for labor	[1] $11,587,724.80
Total paid for materials and supplies	1,033,419.42
Total paid for lithographing and engraving	101,719.70
Total paid for paper	5,225,919.47
Total paid for printing and binding	17,948,783.39
Total paid for salaries, Office of Superintendent of Documents	[2] 566,644.18
Total paid for general expense, Office of Superintendent of Documents	224,467.60
Total paid for California-Pacific International Exposition	1,027.55
Total paid for Texas Centennial Exposition	3,262.40
Total credited to surplus fund	1,000,000.00
Grand total	[3] 19,744,185.12

[1] Includes $384,220.19 deposited to credit of retirement fund.
[2] Includes $18,721.21 deposited to credit of retirement fund.
[3] Includes $402,941.40 deposited to credit of retirement fund.

Table 3 is a statement of all moneys received during the fiscal year ended June 30, 1937, by the Disbursing Clerk as repayments for printing and binding for the several executive departments and independent Government establishments, and from the sale of waste paper and other waste materials, and the appropriation to which deposited. The receipts from these various sources during 1937 totaled $15,659,170.69 as compared with $15,909,105.46 in 1936.

TABLE 3.—*Moneys received during the fiscal year ended June 30, 1937, the source, and Treasury deposit*

1934

Deposited to the credit of appropriation for public printing and binding:		
For printing and binding for departments		$490.75

1935

Deposited to the credit of appropriation for public printing and binding:		
For printing and binding for departments	$7,382.42	
Refund	25.00	
Total		7,407.42

TABLE 3.—*Moneys received during the fiscal year ended June 30, 1937, the source, and Treasury deposit*—Continued

1936		
Deposited to the credit of appropriation for public printing and binding:		
For printing and binding for departments	$2, 335, 370. 59	
For miscellaneous printing and binding	26. 96	
Auditor disallowance	11. 06	
Refunds	214. 98	
Total		$2, 335, 623. 59
1937		
Deposited to the credit of appropriation for public printing and binding:		
For printing and binding for departments	$13, 130, 204. 44	
For miscellaneous printing and binding	106, 909. 09	
Damage to Government property	8. 21	
Refunds	2, 406. 90	
Total		13, 239, 528. 64
1936		
Deposited to the credit of appropriation for salaries, Superintendent of Documents:		
Balance of appropriation		6, 718. 65
1937		
Deposited to the credit of appropriation for salaries, Superintendent of Documents:		
Balance of appropriation	$5, 684. 75	
Refunds	182. 84	
Total		5, 867. 59
1936–37		
California-Pacific International Exposition:		
Balance of appropriation		74. 98
Texas Centennial Exposition:		
Balance of appropriation		1, 028. 26
1937		
Deposited to miscellaneous receipts:		
Sale of waste paper	$55, 996. 02	
Sale of salvage	6, 405. 63	
Telephone messages	25. 50	
Rebates and refunds	3. 66	
Total		62, 430. 81
Grand total		15, 659, 170. 69

Table 4 shows comparative production records, by major items, for the fiscal years 1935, 1936, and 1937. There was an increase in many of the items produced in 1937 as compared with 1936, which latter year showed a material increase over the year 1935.

TABLE 4.—*Production of principal items entering into printing and binding, in fiscal years 1935, 1936, and 1937*

Item	1935	1936	1937
Main Office and Congressional Library Branch:			
Total charges for printing and binding	$16,465,026.97	$18,756,268.94	$18,163,977.24
Jackets written—number	76,416	79,431	79,332
Estimates made—do	59,086	60,622	59,614
Bills computed—do	99,473	98,592	101,473
Electrotypes, stereotypes, and matrices—square inches	13,583,302	14,090,784	[1] 12,942,570
Postal cards printed—number	1,857,152,220	1,944,725,400	2,428,243,040
Money orders shipped—do	228,187,300	234,882,275	282,095,325
Actual impressions—do	984,589,672	1,094,225,997	1,084,839,488
Chargeable impressions—do	3,281,851,596	4,656,077,635	4,276,985,299
Sheets folded—do	526,394,059	669,778,763	715,915,376
Signatures gathered—do	154,570,601	187,753,611	218,969,549
Tips made—do	36,305,159	41,400,895	31,398,213
Copies wire-stitched—do	78,499,940	83,780,237	86,256,978
Books rounded and backed—do	791,997	889,524	1,206,103
Copies covered—do	13,535,225	15,233,487	15,949,612
Books marbled and edged—do	363,894	380,262	546,258
Stamping impressions—do	2,009,425	3,500,809	2,658,941
Books cased in—do	1,039,713	1,063,610	1,313,203
Books indexed—do	193,435	318,064	487,503
Sheets passed through ruling machines—do	59,530,281	54,720,055	49,162,498
Signatures sewed—do	29,382,400	47,890,764	37,440,737
Copies punched and drilled—do	208,552,727	235,576,177	220,912,293
Sheets and lines perforated—do	9,375,443	11,097,802	12,462,567
Tablets made—do	6,430,430	10,154,694	12,559,986
Miscellaneous rebinding, etc—do	100,563	161,479	127,740

[1] Does not include 749,817 square inches of photoengraving work.

Some of the outstanding increases in production during 1937 as shown by table 4 were: Postal cards, 483,517,640 more printed in 1937 than in 1936 and 571,090,820 more than in 1935; money orders shipped, 47,213,050 more than in 1936 and 53,908,025 more than in 1935; sheets folded in 1937 totaled 715,915,376, or 46,136,613 more than in 1936 and 189,521,317 more than in 1935; signatures gathered, 31,215,938 more than in 1936 and 64,398,948 more than in 1935; and pamphlets covered in 1937 totaled 15,949,612, or 716,125 more than in 1936 and 2,414,387 more than in 1935.

Table 5 shows the charges for printing and binding work and the service for which the work was done during the fiscal year 1937. The charges for printing and binding for the Congress amounted to $2,700,000; for the Post Office Department, including the cost of printing postal cards and money-order blanks, $2,157,481.08; Treasury Department, $1,631,404.36; Department of Agriculture, $1,301,467.21; Department of Commerce, exclusive of Patent Office printing,

$760,744.44; Patent Office, $922,549.14; Works Progress Administration, $812,655.63; War Department, $686,184.32; Interior Department, $675,137.81; Navy Department, $663,248.38; Social Security Board, $554,940.93; Library of Congress, $473,602.07; Department of Labor, $462,002.98; Agriculture Adjustment Administration, $445,623.51; Federal Housing Administration, $377,949.30; Department of Justice, $333,086.50; and State Department, $207,152.21. The Superintendent of Documents ordered the printing of books and pamphlets for sale to the public at a cost of $396,536.83; for depository distribution the cost of publications was $92,052.66; for catalogs and indexes $27,699.31; for price lists and other office printing $67,094.60; and for supplies and services $39,013.63, making the total cost of work and services furnished to the Superintendent of Documents during the fiscal year 1937, $622,397.03.

A number of other branches of the service had printing and binding costs during the year 1937 in excess of $100,000 each.

TABLE 5.—*Charges for work and to whom the work was delivered during the fiscal year ended June 30, 1937*

Congress:		
Congressional Record	$499,972.57	
Publications for folding rooms	469,951.06	
Publications for international exchange	15,534.08	
Franked envelopes and document franks	81,749.06	
Bills, resolutions, and amendments	409,122.54	
Committee reports	86,216.33	
Documents	198,494.28	
Hearings	423,495.88	
Miscellaneous publications	23,053.31	
Miscellaneous printing and binding	492,410.89	
Total Congressional printing and binding		$2,700,000.00
The Federal Register		144,389.80
Private orders by Members of Congress:		
Documents, reports, bills, etc		18,976.33
Speeches		88,903.71
Other private orders		2,194.31
Superintendent of Documents		622,397.03
Library of Congress		473,602.07
Agriculture		1,301,467.21
Commerce		760,744.44
Interior		675,137.81
Justice		333,086.50
Labor		462,002.98
Navy		663,248.38
Post Office		2,157,481.08
State		207,152.21

TABLE 5.—*Charges for work and to whom the work was delivered during the fiscal year ended June 30, 1937*—Continued

Treasury	$1, 631, 404. 36
War	686, 184. 32
Agricultural Adjustment Administration	445, 623. 51
Alley Dwelling Authority	545. 83
American Battle Monuments Commission	779. 54
Board of Governors of the Federal Reserve System	6, 422. 64
Board of Tax Appeals	21, 138. 62
Bureau of the Budget	36, 183. 01
Central Statistical Board	1, 753. 52
Civil Service Commission	91, 533. 37
Commission of Fine Arts	318. 59
Commodity Credit Corporation	40, 152. 27
Coordinator for Industrial Cooperation	2, 453. 06
Court of Claims	28, 441. 95
Court of Customs and Patent Appeals	5, 393. 94
District Court of the United States for the District of Columbia	2, 881. 20
District government	122, 131. 50
Emergency Conservation Work	56, 075. 11
Employees' Compensation Commission	30, 624. 40
Export-Import Bank of Washington	141. 00
Farm Credit Administration	137, 718. 78
Federal Alcohol Administration	149. 13
Federal Communications Commission	28, 833. 88
Federal Deposit Insurance Corporation	7, 207. 97
Federal Emergency Administration of Public Works	138, 683. 30
Federal Emergency Relief Administration	15, 063. 74
Federal Home Loan Bank Board	11, 423. 36
Federal Housing Administration	377, 949. 30
Federal Power Commission	38, 998. 42
Federal Savings and Loan Insurance Corporation	624. 97
Federal Surplus Commodities Corporation	7, 655. 18
Federal Surplus Relief Corporation	304. 88
Federal Trade Commission	54, 902. 65
General Accounting Office	97, 580. 60
George Washington Bicentennial Commission	34, 252. 92
Home Owners' Loan Corporation	47, 753. 70
Inland Waterways Corporation	534. 14
Interstate Commerce Commission	159, 536. 87
National Academy of Sciences	207. 65
National Advisory Committee for Aeronautics	18, 893. 85
National Archives	11, 483. 96
National Bituminous Coal Commission	4, 428. 24
National Capital Park and Planning Commission	136. 46
National Emergency Council	34, 607. 65
National Forest Reservation Commission	703. 53
National Labor Relations Board	24, 266. 34
National Mediation Board	10, 512. 59
Northwest Territory Celebration Commission	239. 84

TABLE 5.—*Charges for work and to whom the work was delivered during the fiscal year ended June 30, 1937*—Continued

Pan American Sanitary Bureau	$23. 54
Pan American Union	38, 070. 73
Panama Canal	9, 350. 16
Patent Office	922, 549. 14
Prison Industries Reorganization Administration	1, 079. 69
Puerto Rico Reconstruction Administration	6, 500. 14
Railroad Administration	164. 25
Railroad Adjustment Board	11, 713. 48
Railroad Retirement Board	13, 592. 77
Reconstruction Finance Corporation	97, 599. 70
Resettlement Administration	189, 538. 84
Rural Electrification Administration	52, 152. 94
Securities and Exchange Commission	96, 822. 14
Smithsonian Institution	46, 359. 41
Social Security Board	554, 940. 93
Study of Fiscal Relations, United States and District of Columbia	2, 246. 79
Supreme Court, United States	13, 669. 04
Tariff Commission	23, 468. 08
Tennessee Valley Authority	44, 589. 74
U. S. Commissioner, Paris International Exposition	8. 43
U. S. Constitution Sesquicentennial Commission	350. 23
U. S. Court of Appeals for the District of Columbia	1, 268. 70
U. S. Great Lakes Exposition Commission	121. 31
U. S. Greater Texas and Pan American Exposition Commission	259. 16
Veterans' Administration	132, 871. 65
War Finance Corporation	25. 04
White House	6, 366. 08
Works Progress Administration	812, 655. 63
Total	18, 163, 977. 24

Table 6 is a statement giving the details of production costs for each section of the Office, exclusive of the Office of the Superintendent of Documents, grouped under the headings of salaries, wages, leave, and holiday pay; materials, supplies, equipment, and machinery; maintenance and upkeep; administrative and clerical expenses; and other major items entering into the cost of production.

TABLE 6.—*Statement of the cost of production by sections of the Office for the fiscal year 1937*

	Salaries, wages, leave, and holiday pay	Material, supplies, equipment, and machinery	Maintenance and upkeep	Work by other sections	General overhead
Job	$498,777.92	$44,231.23	$6,236.98	$58,886.11	$98,473.21
Patents	606,722.76	10,088.42	7,074.87	30,847.14	119,784.64
Linotype	785,663.37	30,090.75	19,993.23	465,521.35	155,108.21
Monotype	1,142,999.51	43,611.35	23,631.69	561,373.70	224,695.92
Hand	414,645.14	11,503.99	3,691.68	57,917.70	81,863.97
Proof	837,845.53	633.29	1,149.19	66.24	157,959.97
Platemaking: Molding, stereotyping, and finishing	275,936.38	56,021.44	18,787.08	8,207.00	62,737.28
Photoengraving	93,243.93	17,804.89	1,634.62	21,200.07	6,542.23
Press	1,834,241.88	160,621.48	93,796.15	129,881.14	346,692.48
Pamphlet	1,056,539.51	30,034.90	25,447.80	283,685.02	194,646.77
Blank	776,800.51	39,183.42	16,790.54	7,544.24	143,820.03
Book	681,878.76	104,996.94	14,307.92	21,087.62	126,245.84
Money Order	60,215.50	1,485.99	2,056.79	420.30	11,413.10
Postal Card	156,304.23	43,598.16	6,184.31	939.70	29,625.53
Library Composing Branch	88,055.23	934.01	338.28	17,437.00	6,646.27
Library Binding Branch	145,447.89	5,802.62	808.84	678.79	10,953.20
Details chargeable	50,377.91	19.21	90.55	203.45	3,467.79
Metal	12,734.41	14,348.31	3,377.92		2,280.11
Stores	250,334.36	16,925.01	43,923.56	1,075.15	41,162.07
Ink	15,881.46	44,504.76	692.97		2,799.27
Roller and Glue	8,514.25	15,434.56	818.99	6.80	1,513.29
Paper stock, Press Division					
Illustrations					
Outside purchases					
Work for stock returned to stores				72,175.28	
Service for city post office			120.00		
Miscellaneous service for Superintendent of Documents other than printing and binding		16,077.70	18,924.96	4,010.97	
Total	9,793,160.44	707,952.43	309,878.92	1,743,164.77	1,828,431.18

TABLE 6.—*Statement of the cost of production by sections of the Office for the fiscal year 1937*—Continued

	Paper stock issued, illustrations ordered, outside purchases vouchered	Reconciliation between issues and orders and same items computed	Total	Credits by work for other sections	Total cost of production
Job			$706,605.45		$706,605.45
Patents			774,517.83	$2,644.60	771,873.23
Linotype			1,456,376.91	12,236.69	1,444,140.22
Monotype			1,996,312.17	142,407.70	1,853,904.47
Hand			569,622.48		569,622.48
Proof			997,654.22	997,654.22	
Platemaking: Molding, stereotyping, and finishing			421,689.18	129,650.14	292,039.04
Photoengraving			140,425.74	174.13	140,251.61
Press			2,565,233.13	256,349.87	2,308,883.26
Pamphlet	$10,415.47		1,600,769.47	789.83	1,599,979.64
Blank	1,440,183.09	$8,303.42	2,432,625.25	12,121.05	2,420,504.20
Book	36,034.84		984,551.92	23,668.82	960,883.10
Money Order	73,453.77		149,045.45		149,045.45
Postal Card	595,667.25		832,319.18		832,319.18
Library Composing Branch	26,118.39		139,529.18		139,529.18
Library Binding Branch	2,411.57		166,102.91	11,492.12	154,610.79
Details chargeable	9.20		54,168.11		54,168.11
Metal			32,740.75	32,740.75	
Stores			353,420.15	103,889.34	249,530.81
Ink			63,878.46	63,878.46	
Roller and Glue			26,287.89	26,287.89	
Paper stock, Press Division	3,062,240.29	−37,612.73	3,024,627.56		3,024,627.56
Illustrations	108,566.19	−18,616.70	89,949.49		89,949.49
Outside purchases	30,982.31	+17,917.45	48,899.76		48,899.76
Work for stock returned to stores		−72,175.28			
Service for city post office			120.00		120.00
Miscellaneous service for Superintendent of Documents other than printing and binding			39,013.63		39,013.63
Total	5,386,082.37	−102,183.84	19,666,486.27	1,815,985.61	17,850,500.66

Table 7 is an itemized statement of the classes of work delivered and charged for during the fiscal year 1937. Of publications there were printed 226,998,630 copies, including speeches, private orders, and copies ordered for sale by the Superintendent of Documents, but not including the Congressional Record, of which 4,318,272 copies were printed. The number of publications printed in 1937 exceeded the number printed in 1936 by 92,738,282. Of Senate and House bills, resolutions, and amendments there were printed 8,044,042 copies; of patent specifications, trade-marks, and designs, 5,535,650 copies; of the Official Patent Gazette and Annual Indexes, 236,944 copies; of money-order blanks, 282,095,325; of letterheads and envelopes, 269,956,805; of blank forms, notices, schedules, cards, etc., 5,295,-920,643. The grand total of the number of copies of the various classes of work printed in 1937 was 6,091,154,072, as compared with 5,806,276,860 in 1936 and 5,013,078,631 in 1935. The increase in the number of copies of the various classes of work printed in 1937 over

1936 was 284,877,212 copies. The total charges for this work in 1937 amounted to $18,163,977.24, as compared with $18,756,268.94, in 1936.

TABLE 7.—*Itemized statement of the classes and charge for work delivered during the fiscal year 1937*

Class of work	Number of copies	Number of type pages	Number of publications bound	Charges for composition, presswork, plating, folding, binding, illustrations, contract, miscellaneous
Publications:				
Smaller than octavo	14,181,631	19,581	21,746	$157,963.49
Octavo	137,927,328	1,000,911	485,193	3,453,199.97
Royal octavo	6,441,705	102,839	55,728	465,868.80
Quarto	13,086,526	200,970	30,054	841,604.70
Miscellaneous	49,588,846	1,015,515	170,908	446,336.91
Congressional Record	4,318,272	21,228	32,472	403,838.81
Bills, resolutions, and amendments	8,044,042	128,344	818	328,583.10
Specifications of patents, trade-marks, etc	5,535,650	152,131		742,549.94
Official Gazette and Annual Indexes, Patent Office	236,944	16,139	50	120,220.15
Post-office money orders	282,095,325			111,609.33
Letterheads and envelopes	269,956,805			213,334.93
Blanks, notices, schedules, cards, etc	5,295,920,643			2,836,304.89
Blank books	3,753,487			535,608.51
Binding newspapers, documents, reports, etc	66,868			236,441.67
Blank paper				155,986.05
Miscellaneous charges				904,330.36
Total	6,091,154,072	2,657,658	796,969	11,953,781.61

Class of work	Charges for paper	Charges for author's alterations	Charges for rush and overtime work	Total charges
Publications:				
Smaller than octavo	$46,076.02	$4,390.98	$12,504.26	$220,934.75
Octavo	620,568.65	119,676.89	177,888.44	4,371,333.95
Royal octavo	101,493.60	24,354.11	40,747.71	632,464.22
Quarto	99,440.52	41,426.61	39,978.44	1,022,450.27
Miscellaneous	162,802.71	382.07		609,521.69
Congressional Record	41,248.32	2,576.14	52,309.30	499,972.57
Bills, resolutions, and amendments	13,210.01	1,449.77	65,879.66	409,122.54
Specifications of patents, trade-marks, etc	11,481.84	7,910.66		761,942.44
Official Gazette and Annual Indexes, Patent Office	19,805.43	5.70		140,031.28
Post-office money orders	73,453.77			185,063.10
Letterheads and envelopes	223,366.17	256.88	8,621.76	445,579.74
Blanks, notices, schedules, cards, etc	2,499,385.81	25,852.14	164,417.61	5,525,960.45
Blank books	111,854.56	1,291.31	8,920.48	657,674.86
Binding newspapers, documents, reports, etc			748.32	237,189.99
Blank paper	1,177,840.03			1,333,826.08
Miscellaneous charges	192,681.91	3,331.74	10,565.30	1,110,909.31
Total	5,394,709.35	232,905.00	582,581.28	18,163,977.24

Table 8 gives the details of the inventory of stock and machinery and equipment on hand at the close of the fiscal year 1937. The value of supplies on hand, including paper, envelopes, and other materials, was $1,353,644.70 as compared with $1,341,312.45 in 1936,

representing an increase in the value of stock on hand of $12,332.25. The value of machinery and equipment in 1937 was $5,494,267.03 as compared with $5,523,059.73 in 1936, or a decrease in the value of machinery and equipment of $28,792.70. The total value of stock of all kinds and machinery and equipment on hand at the close of the fiscal year 1937 was $6,847,911.73 as compared with $6,864,372.18 at the close of the year 1936.

TABLE 8.—*Inventory of quantity and cost of paper and envelopes, materials and supplies, and machinery and equipment on hand June 30, 1937*

Description	Pounds	Cost
Paper and envelopes:		
Printing	3, 315, 000	$216, 470. 70
Mimeograph	781, 000	45, 009. 40
United States money-order writing	70, 000	6, 462. 50
Safety writing	37, 000	3, 351. 20
Writing	2, 374, 000	157, 528. 10
Map	99, 000	13, 647. 10
Manifold	393, 000	59, 078. 50
Bond	2, 621, 000	221, 720. 25
Ledger	750, 090	85, 810. 19
Index	553, 273	54, 261. 53
Cover	228, 079	21, 963. 42
Manila	265, 000	19, 029. 40
Kraft	407, 000	17, 327. 55
Manila tagboard	593, 000	40, 934. 80
Cardboard	105, 160	5, 907. 20
Bristol board	1, 740, 000	81, 622. 60
Miscellaneous	147, 600	15, 589. 01
Binders board	575, 684	16, 166. 77
Envelopes		23, 250. 02
Total, paper and envelopes		1, 105, 130. 24
Other materials and supplies:		
Miscellaneous supplies		172, 802. 92
Book cloth		18, 613. 23
Ink ingredients		13, 367. 80
Buckram		16, 313. 62
Leather		8, 093. 81
Gold leaf		2, 733. 43
Ink (made in Government Printing Office)		6, 200. 25
Cartons and containers		8, 865. 41
Imitation leather		1, 523. 99
Total, materials and supplies		248, 514. 46
Total, materials and supplies, paper and envelopes		1, 353, 644. 70
Machinery and equipment		5, 494, 267. 03
Grand total		6, 847, 911. 73

Table 9 shows the number of copies of publications printed in 1937 for the Congress, the executive departments, and independent Government establishments. During the fiscal year 1937 there was printed a total of 180,637,668 publications as compared with 109,992,712 in 1936. The figures in table 9 are exclusive of the number of copies of speeches printed for Members of Congress and other private orders.

TABLE 9.—*Publications, including annual reports and documents, printed on requisition during the fiscal year ended June 30, 1937, for Congress, the executive departments, and independent Government establishments*

	Copies
Congress	5, 289, 846
The Federal Register	2, 342, 000
Superintendent of Documents	10, 118, 986
Library of Congress	168, 603
Agriculture	22, 373, 248
Commerce	4, 161, 261
Interior	2, 950, 111
Justice	308, 373
Labor	3, 174, 432
Navy	4, 031, 079
Post Office	7, 060, 640
State	604, 263
Treasury	7, 640, 005
War	8, 911, 100
Agricultural Adjustment Administration	20, 636, 992
Alley Dwelling Authority, District of Columbia	2, 502
American Battle Monuments Commission	1
Board of Governors of the Federal Reserve System	12, 100
Board of Tax Appeals	64, 800
Bureau of the Budget	1, 670
Central Statistical Board	6, 004
Civil Service Commission	211, 652
Commission of Fine Arts	282
Commodity Credit Corporation	9, 967
Coordinator for Industrial Cooperation	35, 082
Court of Claims	39, 317
Court of Customs and Patent Appeals	5, 701
District Government	81, 709
Emergency Conservation Work	289, 993
Employees' Compensation Commission	10, 503
Farm Credit Administration	1, 623, 542
Federal Communications Commission	35, 309
Federal Deposit Insurance Corporation	1
Federal Emergency Administration of Public Works	697, 151
Federal Emergency Relief Administration	63, 800
Federal Home Loan Bank Board	99, 984
Federal Housing Administration	5, 972, 810
Federal Power Commission	45, 176
Federal Savings and Loan Insurance Corporation	13, 000

TABLE 9.—*Publications, including annual reports and documents, printed on requisition during the fiscal year ended June 30, 1937, for Congress, the executive departments, and independent Government establishments*—Continued

	Copies
Federal Surplus Commodities Corporation	6, 013
Federal Trade Commission	81, 038
General Accounting Office	16, 995
George Washington Bicentennial Commission	15, 000
Home Owners' Loan Corporation	2, 024
Inland Waterways Corporation	3, 002
Interstate Commerce Commission	1, 951, 826
National Academy of Sciences	3, 000
National Advisory Committee for Aeronautics	35, 960
National Archives	100, 197
National Bituminous Coal Commission	45, 200
National Emergency Council	234, 831
National Forest Reservation Commission	8, 000
National Labor Relations Board	33, 692
National Mediation Board	14, 704
Pan American Sanitary Bureau	500
Pan American Union	207, 368
Panama Canal	2, 160
Prison Industries Reorganization Administration	1, 502
Puerto Rico Reconstruction Administration	5, 573
Railroad Administration	150
Railroad Adjustment Board	1, 451
Railroad Retirement Board	25, 500
Reconstruction Finance Corporation	75, 375
Resettlement Administration	655, 705
Rural Electrification Administration	1, 108, 504
Securities and Exchange Commission	154, 990
Smithsonian Institution	258, 610
Social Security Board	61, 443, 601
Study of Fiscal Relations, United States and District of Columbia	500
Supreme Court, United States	18, 025
Tariff Commission	16, 408
Tennessee Valley Authority	521, 277
U. S. Constitution Sesquicentennial Commission	2, 025
U. S. Court of Appeals for District of Columbia	2, 902
U. S. Greater Texas and Pan American Exposition Commission	1
Veterans' Administration	181, 242
War Finance Corporation	150
White House	2, 711
Works Progress Administration	4, 306, 961
Total	180, 637, 668

Table 10 shows the receipts from the sale of waste paper, waste materials, and condemned machinery, and the surplus from the sale by the Office of the Superintendent of Documents of Government publications over the cost of printing the same during the fiscal year ended June 30, 1937.

TABLE 10.—*Receipts from miscellaneous sales during the fiscal year ended June 30, 1937*

Condemned material, machinery, etc.; waste wood; waste metal; waste gold	$6, 405. 63
Waste paper	55, 996. 02
Surplus from sale of documents transferred on the books of the Treasury	402, 829. 80
Rebates and refunds	3. 66
Telephone messages	25. 50
Total	465, 260. 61

Purchasing Division

During the fiscal year ended June 30, 1937, the Purchasing Division placed 8,758 orders, involving total expenditures for purchases of approximately $6,600,000, paper purchases alone amounting to $5,350,000. Open-market proposals for material and paper numbered 19,200 and for illustrations 412.

By closely watching the paper market and the trends therein and by the placing of orders for standard stocks at the most opportune time as indicated by such trends, an actual saving of $35,365.08 was effected during the year.

The Purchasing Division was able to secure by transfer from other departments to this Office during the fiscal year 1937 surplus property valued at $5,635.

Proposals for material were sent in April 1937 for the term of 1 year beginning July 1, 1937, and ending June 30, 1938, to approximately 625 prospective bidders, which resulted in the placing of 59 contracts. Proposals for paper were sent in October 1936 to approximately 150 firms for the 6-month term beginning January 1, 1937, and in April 1937 for the 6-month term beginning July 1, 1937, which resulted in the placing of 24 contracts for the first 6-month period and 18 contracts for the second 6-month period. Proposals for envelopes for the year beginning July 1, 1937, were issued in April to approximately 50 prospective bidders, resulting in the placing of 6 contracts.

In my report for 1936 I stated that the proposals for paper for the public printing and binding and for blank paper for use by the several executive departments and independent establishments of the Government located in the District of Columbia for the 6-month period beginning January 1, 1937, carried a definite provision for its delivery on skids, instead of being packed in wooden cases, of over 18,000,000 pounds of book, lithograph, mimeograph, sulphite writing, sulphite bond, and 25-percent rag bond papers, and would result in a consider-

able saving to the Government. I am happy to report that this method of packaging paper resulted in a saving of over $28,000 during the past fiscal year. Not only did this method of packaging of paper result in the saving of $28,000 in the cost thereof during the past fiscal year, but it also eliminated the work of six laborers who were used in the breaking up of the wooden cases and the hauling of this scrap material to the front of the H Street building for delivery to the contractor handling the same.

Congressional Printing

There were 40 more issues of the daily Congressional Record during the first session of the Seventy-fifth Congress than there were during the second session of the Seventy-fourth Congress. The average number of pages daily, however, was slightly less than the number for the second session of the Seventy-fourth Congress, the average for the first session of the Seventy-fifth Congress being 75.25 as compared with 88.3 for the second session of the Seventy-fourth Congress. The proceedings of the Senate required 4,002 pages and of the House 5,629 pages. The Appendix to the Record made 3,012 pages, making the total number of pages for the Record for the first session of the Seventy-fifth Congress 12,643, or 1,340 more pages than for the Record for the second session of the Seventy-fourth Congress.

Over 12,700 curved stereotype plates were made for the Record, and 2,300,500 pounds, or 1,150¼ tons, of paper were used for the printing thereof.

New bills and resolutions for the session totaled 12,630, of which number 9,200 originated in the House of Representatives and 3,430 in the Senate. As these bills and resolutions progressed through the House and Senate, 23,085 prints were required.

The Senate and House Business Calendars are printed daily. There were 19 active Senate Calendars and 15 House Calendars during the last session of Congress. The House Calendars made 18,831 pages and the Senate Calendars 11,698, or a total of 30,529 pages.

The total number of hearings printed for the Senate was 134, making 3,876 pages, and for the House 184, making 13,972 pages, or a total of 318 hearings, making 17,848 pages as compared with 13,918 pages for the second session of the Seventy-fourth Congress.

Presidential nominations numbered 7,760 as compared with 7,489 for the second session of the Seventy-fourth Congress.

The total number of reports printed during the last session of Congress was 2,934, of which number 1,294 were for the Senate and 1,640

for the House of Representatives. Of documents, the total number printed was 487: 118 for the Senate and 369 for the House of Representatives.

The following statement gives a summary of Congressional work for the first session of the Seventy-fifth Congress as compared with the second session of the Seventy-fourth Congress:

Classes of work	Second session, 74th Cong.	First session, 75th Cong.
Congressional Record:		
Number of issues	128	168
Total number of pages	11, 303	12, 643
Average number pages daily	88. 3	75. 25
Pages of Senate proceedings	3, 703	4, 002
Pages of House proceedings	4, 188	5, 629
Number of plates for Daily Record	13, 985	12, 711
Pages of Appendix	3, 412	3, 012
Number of pounds of paper for Daily Record	1, 789, 725	2, 300, 500
Bills and resolutions:		
House:		
New bills	3, 758	8, 333
Joint resolutions	134	497
Concurrent resolutions	24	27
Simple resolutions	185	343
Total	4, 101	9, 200
Senate:		
New bills	1, 321	3, 004
Joint resolutions	116	217
Concurrent resolutions	18	20
Simple resolutions	123	189
Total	1, 578	3, 430
Grand total, new bills	5, 679	12, 630
Other bill prints	8, 061	10, 455
Grand total, all bill prints	13, 740	23, 085
Reports:		
Senate	995	1, 294
House	1, 179	1, 640
Total	2, 174	2, 934
Documents:		
Senate	137	118
House	214	369
Total	351	487

Patent Office Printing

There was no appreciable change in the number of patent specifications printed in 1937 as compared with the number printed in 1936. The total number printed in 1937 was 56,142 as compared with 55,387 printed in 1936. The number of pages in 1937 totaled 152,259 as compared with 150,436 in 1936. There were also printed during the year 138 decisions, 143 disclaimers, and 47 certificates of correction.

The Official Gazette, issued weekly, made 14,612 pages in 1937 as compared with 14,419 pages for 1936. For the Gazette 53,093 illustrations were made. The total number of copies of the Official Gazette and Annual Indexes printed in 1937 was 236,944.

During 1937 the Patents Section imposed and sent to press 23,373 forms as follows: Patents and reissues 19,185, designs and trade-marks 2,091, Official Gazette 1,876, Annual Index of Patents 142, Annual Index to Trade-marks 66, and of the Classification Bulletin 13.

Composing Division

Over 2,000,000,000 ems of type were set during the year 1937 by the several sections of the Composing Division, exclusive of the Job Section. Of this amount the Monotype Section set 627,000,000 ems of type. To produce this 627,000,000 ems of type, 40,740 rolls of control ribbon were used, which would cover a distance of 2,650 miles. This Section is called upon to set matter of a most intricate nature, including mathematical and chemical equations, publications dealing with astronomy, codes of a confidential nature, foreign languages of almost every tongue, and tabular matter of all kinds, in addition to regular book composition work.

The Plating Lock-up Section sent to the Platemaking Division 141,926 pages—89,082 for stereotyping and 52,844 for electrotyping. The Hand Section imposed for press 57,850 forms containing 578,500 pages. During the year more than 475,000 pages of type were killed and sent to the melting pots for reconditioning.

The Proofroom prepared for the machines 945,456 folios of copy, which does not include Congressional work, Pan American publications, Library of Congress work, Surgeon General's Catalog, or the Writings of George Washington. Galleys read and revised during the year totaled 768,032. The Proofroom also translated 3,358 folios for other departments of the Government.

Platemaking Division

During the fiscal year 1937 the Platemaking Division produced 6,593,753 square inches of electrotypes; 4,579,282 square inches of stereotype plates; 998,718 square inches of mat work; 770,817 square inches of blocking on wood and mounting on metal; and 749,817 square inches of photoengraving work, making a total of 13,692,387 square inches of plates, mat work, blocking, and photoengraving. A very interesting development is shown in the growth of offset work. In 1937 the Division made 22,483 negatives for this work as compared with 17,870 in 1936 and 10,000 in 1935.

There was a large reduction in the number of square inches of stereotype plates made during the past year. This reduction was brought about through the almost complete elimination of duplicate plates for the daily Congressional Record, which resulted in considerable economy to the Office both in plates and storage.

Another thing that facilitated the work of the Platemaking Division and economized in the production of stereotype plates for Congressional work was the installation of six new curved vacuum casting boxes with three new combination shavers and trimmers, and two new roller matrix molding presses with additional drying units.

As a result of this new equipment the quality of plates has been so improved that few recasts are necessary, and make-ready time has been cut down considerably in the Presswork Division, resulting in savings which will in a very short time pay for the new equipment. This same equipment is used for stereotype plates of speeches and Congressional documents.

The Plate Vault Section handled 33,688 requisitions for printing during the year. The plates called for were delivered together with a statement giving information necessary in preparing estimates in the Planning Division. During the year this section released 512,101 pounds of stereotype metal and 242,954 pounds of electrotype metal to be melted and reconditioned for making new plates.

One of the fundamental developments of the graphic arts in this country about 5 years ago was the manufacture and use of molded rubber plates in letterpress printing. Since then the processes and materials used in their manufacture have been appreciably improved. The increased use of these plates has been marked, and the press technique of properly using them has been perfected.

In keeping with the progressive policy adopted by me upon becoming Public Printer concerning new developments, a survey was made to determine whether it would be advantageous to use rubber plates

in printing the large number of miscellaneous jobs regularly produced in this Office. Rubber plates, because of their resiliency, find practical application on jobs where the stock being printed would be dented or damaged by metal plates or where the stock in turn may damage the plates. This is particularly true of certain made-up envelopes of fabric or heavy manila paper, tags, etc., or where closure fastenings may strike the plates. As a result of this study, rubber platemaking equipment was recently installed for use on envelopes, tags, and similar work. Since installing this molded rubber platemaking equipment the resultant plates have proven very successful on work of the nature described above. Further applications are being continually found. The improved quality of printing and the savings resulting from eliminating the previous necessary replacements and repairs to metal plates is very satisfactory. The quality of the molded rubber plates being manufactured and the character of printing being produced from them by this Office compare very favorably with the best results being obtained in commercial establishments. In view of the few months' operating experience with this new development, it is most gratifying and encouraging to report such progress.

Presswork Division

There was a slight falling off during 1937 in the volume of work of the Presswork Division as compared with the year 1936, which was the busiest year for all sections of the Presswork Division in the history of the Office. However, during the months of October and November 1936, and with the convening of Congress in January 1937, there was a considerable increase in the volume of work, and the demands for immediate delivery of certain jobs were so great that it was found necessary to increase the force of the Presswork Division so that there would be a full complement of employees on all three forces for all presses except the web presses. Since then, however, there has been a gradual reduction in the personnel of the Presswork Division due to a decrease in the volume of work, so that the total number of employees was reduced from 862 in January to 771 at the close of the fiscal year.

The following statement shows a slight decrease in presswork in 1937 as compared with the year 1936. However, it shows a considerable increase in the actual and chargeable impressions over the fiscal year 1935:

	1935	1936	1937
Actual impressions	984, 589, 672	1, 094, 225, 997	1, 084, 839, 488
Chargeable impressions	3, 281, 851, 596	4, 656, 077, 635	4, 276, 985, 299
Jobs completed	58, 281	61, 122	58, 351

A set of precision test blocks was purchased for the Presswork Division during the past year and practically all of the flat-bed presses were reconditioned by this process, which brought out the defects of the presses. This reconditioning has resulted in a better product and a much quicker make-ready.

In the Job Pressroom practically all of the presses have been equipped with ink agitators and process rollers, which has been of considerable advantage and resulted in the saving of time; also there were installed in the Job Press Section six automatically fed platen presses to replace four old hand and two automatic presses. These old presses were obsolete and practically worn out. There were also installed two Miehle vertical fast-running presses and one new Kelly press. The two Miehles were installed to replace two old rotary machines.

The Offset and Tabulating Card Section of the Presswork Division increased its production both in offset and tabulating-card work. During the fiscal year 1937 there were furnished to the departments and independent establishments of the Government 332,009,000 tabulating cards as compared with 310,238,000 for the fiscal year 1936, representing an increase of 21,771,000 cards. There were also printed for the Library of Congress 1,788,000 index cards.

The Postal Card and Money Order Section reports a new production record for the fiscal year 1937. During 1937 a total of 282,095,325 money-order blanks were shipped as compared with 234,882,275 for the fiscal year 1936, and 228,187,300 for the fiscal year 1935. It was found necessary to do some night work during the year to produce this number of orders, but with the installation of three new presses that are now being built all night work will no doubt be eliminated.

The production of postal cards increased 483,517,640 over the year 1936, and 571,090,820 over the year 1935, the total number of cards printed in 1937 being 2,428,243,040.

Bindery Division

The Bindery Division completed during the fiscal year 1937, 79,447 jobs, representing a decrease of 5,447 over the number completed in 1936, but an increase of 3,564 over the number completed in 1935. However, it was a year of varied activities for the Bindery particularly in the handling of large orders, many of which almost taxed its productive ability and the ingenuity of its personnel.

Some of the large orders handled by the Bindery Division during the past year were: For the Department of Commerce, 250,000 copies of a Seamen's Discharge Book; for the Social Security Board, 40,000,000 copies of a blank Application for Accounting Number; for the

Post Office Department, 6,500,000 copies of a form Carrier Receipt for Undelivered Mail Returned; 350,000,000 copies of a form Application for Domestic Money Order, and 250,000 copies of a Box Renting Key Deposit Register; for the Works Progress Administration, 2,500,000 copies of the pamphlet Our Job With W. P. A.; for the Agriculture Department, 3,600 volumes of the Atlas of American Agriculture, and 247,417 copies of the Agriculture Yearbook, a publication of 1,197 pages.

One of the outstanding achievements of the Bindery was the handling of the 250,000 copies of the Seamen's Discharge Book for the Department of Commerce. The unusual features of the binding of this publication called for many ingenious manipulations and readaptations of machinery in order that a difficult piece of work for which such machines were not originally intended might be produced with efficiency and dispatch. A short description of the unusual features involved in the binding of this book is as follows: The book made 32 pages, with hard cover and round-cornered flap, the latter feature making it necessary to readapt a case-making machine to make a case with two cover boards and a flap in one operation. With the assistance of the Machine Section a case-making machine was altered to produce this book with the same output as for straight work. A cut-out in the upper right-hand corner of each page was made with an index cutting machine, while the number on the cover corresponding with the number on the title page and inside of the back cover was done with a small numbering device borrowed from the Press-work Division. Only three hand operations were necessary to produce this book—namely, the placing of tapes in the back of the books, the lining of the flap, and the placing of celluloid windows in the front cover. The size of this book was 4⅜ by 6¼ inches, 32 pages. It had a buckram cover with flap and cut-out for windows and an inside cut-out in each page, tape in back, punched and eyeletted, a celluloid window in 240,000 copies and a double window in 10,000 copies, cover numbered in two places to correspond with the number on the title page.

The Yearbook of the Department of Agriculture, of which there were 247,238 copies, was another publication that was produced in record time by the Bindery.

Work for the Library of Congress and other departmental libraries was greater in 1937 than in any previous year, 77,763 volumes having been bound as against 59,830 in 1936 and 50,000 in 1935. Much of this class of binding requires repairing, and all operations are performed by hand, the bindings ranging from cloth to leather, and the books are of all sizes and sorts.

The Revised Statutes of the United States made two volumes, of which there were 3,776 copies of each volume produced. These books

were bound and delivered at the rate of 300 per day. Owing to the size of these volumes, 7¾ by 11½ inches, 4 inches thick, and weighing 9¼ pounds, the bulk of the work had to be done by hand.

Machine book production during the last year totaled 1,263,430 copies.

Library of Congress Branch Composing and Binding Sections

During the year 1937 the Library Composing Section, with 8 linecasting machines and the assistance of 4 at the main Office, set 117,118 titles, embracing over 60 languages and dialects. All proofreading, correcting, and presswork were done at the Library Branch. Subject headings to the number of 140,993 were set and 3 copies of each printed.

Job work to the amount of 4,719,967 copies was printed during the year by this Section. The Catalog of Copyright Entries, which is issued three times a week, totaled 2,072 pages. The following statement shows the production record for the Library Composing Section for the fiscal years 1935, 1936, and 1937:

	1935	1936	1937
Chargeable impressions	27, 394, 267	32, 567, 797	32, 107, 634
Actual impressions	2, 492, 418	2, 753, 728	2, 731, 496
Chargeable forms sent to press	6, 721	17, 434	9, 247
Actual forms sent to press	4, 435	5, 722	5, 174
Subject headings—lines sent to press	146, 871	185, 064	140, 993
Subject headings printed	440, 613	555, 192	426, 332
Jackets written	1, 125	1, 124	1, 142
Jackets closed out	1, 120	1, 116	1, 129

The Library Branch Section last year bound and lettered 33,183 miscellaneous volumes and 2,012 newspaper volumes, 3,956 volumes were repaired, 22,151 pamphlets were hand-stitched in Gaylord binders, 26,151,194 catalog cards were cut and drilled, and 1,815,202 cards and 5,172,775 sheets were trimmed. Photographs and prints to the number of 8,521 were mounted and 3,198 prints were matted. Manuscripts to the number of 54,142 were repaired and 5,337 were covered with mousseline. In addition to the foregoing the Library Section of the Bindery performed a large amount of other miscellaneous bindery work.

National Museum Branch Printing Office

During the past year a reconditioned linotype machine, fully equipped, and with an adequate number of magazines of sans serif type suitable for the printing of exhibition labels, was installed in the National

Museum Branch Printing Office. The requirements of this branch are unusual in that a large part of its job printing consists of exhibition, specimen, and insect pin labels. This work calls for a considerable amount of composition with only two or three printed copies of most of the labels. The overhauling of the equipment of this branch made it possible to bring its label and job printing work practically up to date for the first time in many years.

The number of the various kinds of labels and the total number of copies of each kind printed during the past fiscal year follows:

	Number	Total number of copies
Exhibition labels	1, 360	4, 080
Specimen labels	176	132, 367
Insect pin labels	17	468, 900
Forms	110	162, 447

Stores Division

The Stores Division in 1937 received a total of 83,604,229 pounds net of paper as compared with 90,727,287 pounds net in 1936 and 72,448,-414 pounds net in 1935. Other materials received by the Stores Division in 1937 totaled 1,053,557 pounds gross, or 10,110 pounds gross less than in 1936.

Orders filled by the Stores Division during 1937 were as follows: Stenographers' notebooks, 586,233; memorandum pads, various sizes, 3,023,573; memorandum books, 295,912; standard forms, 36,875,718; office forms, 7,857,365; ruled pads, 7,515,000; mimeograph ink, 92,517 pounds; printing ink, 206,545 pounds; stamp pad and numbering-machine ink (in 2-ounce cans), 35,189 cans; and writing ink, 27,714 quarts.

The Stores Division reports that the receiving of paper on skids instead of in wooden cases as heretofore has resulted in a saving of $20,000 in labor costs alone during the past year, and that it has solved many problems in the issuing of paper to the various production divisions of the Office.

Another saving effected by the receipt of skid paper is that it is no longer necessary to purchase or make skids for Office use, as skids on which paper has been received are largely replacing our own throughout the Office, and many of them are turned over to the Superintendent of Documents for use as platforms for the storage of Government publications in the warehouse. Heretofore the Office has purchased or made as many as 800 skids in a year.

Delivery Section

During the fiscal year 1937 carload lots of incoming freight numbered 2,140 cars, weighing 87,895,740 pounds; less than carload lots weighed 798,592 pounds; making the total tonnage of incoming freight 88,694,332 pounds. Outgoing carload lots consisting of metal and cores numbered 11 cars, and with less than carload lots weighed 1,144,943 pounds. In addition to this outgoing freight there were shipped 293 carloads of postal cards weighing 13,980,320 pounds, making the total tonnage of outgoing freight 15,125,263 pounds. The total weight of incoming and outgoing freight during 1937 was 103,819,595 pounds, or 51,909¾ tons.

Finished work together with blank paper and ink delivered to the various executive departments and independent Government establishments totaled 163,335 partial and completed jobs. No record of the weight of the finished product hauled to the various Government departments and establishments located in the city of Washington was kept, but practically the entire amount of paper received was again hauled out as printed matter.

Division of Tests and Technical Control

During the last fiscal year, samples of various materials tested by the Division of Tests and Technical Control numbered 9,012. The following statement lists the various materials tested during the fiscal years 1935, 1936, and 1937:

Material	1935	1936	1937
Paper and envelopes	6, 308	6, 750	5, 928
Textiles	843	914	801
Bookbinding leathers	90	72	92
Metals	771	753	826
Glue	32	25	8
Ink-making materials	455	697	360
Inks	47	30	26
Oils and greases	65	58	58
Gasoline	101	104	69
Chemicals	177	208	203
Miscellaneous	979	789	641
Total	9, 868	10, 400	9, 012

There were 278 deliveries of materials of all kinds rejected for noncompliance with specifications. Of these rejections, 161 were of paper, 47 of envelopes, and 70 of miscellaneous materials.

The total amount of paper received during the year 1937 was 83,604,229 pounds, of which amount 2,805,442 pounds were rejected.

The following statement shows the cause for all rejections during the year:

Cause of rejection	Number of rejections	Pounds
Deficient in—		
Fiber content	4	48, 747
Bursting strength	7	132, 035
Folding endurance	43	540, 998
Opacity	8	226, 843
pH value	20	446, 805
Thickness	4	53, 814
Moisture content	8	60, 578
Not within weight tolerance	13	127, 968
Excessive rosin	5	70, 892
Unsatisfactory general appearance	26	601, 467
Unsatisfactory color	17	419, 105
Unsatisfactory finish	6	76, 190
Total	161	2, 805, 442

Several changes in the paper specifications were made during the year. The thickness tolerance of plus or minus 0.0005 inch has been modified to permit greater tolerances for the heavier papers and boards to conform with present commercial practice. The ash requirements for all book papers have been eliminated, as the development of new types of fillers employed in recent paper manufacture tends toward improving paper opacity and its other printing qualities, without materially affecting its strength. Smoothness requirements have been added to the coated book papers in order to obtain more uniformity of finish in deliveries from different sources of manufacture. A new specification for 120-pound halftone book paper has been added to the paper schedule to meet the demands of the executive departments. Because of the difficulty of obtaining manila papers made from rope stock, the requirements for this class of papers were broadened to include recently developed new paper fibers.

Work was continued to develop laboratory methods for paper testing more definitely correlating the physical characteristics with the printing qualities of paper, so that its performance upon any particular job of printing might be reasonably predicted by tests made before the paper reached the press. As a result of considerable further research work on this subject the methods for measuring the smoothness and oil penetration developed last year were revised and resubmitted to the paper-testing committee of the Technical Association of the Pulp and Paper Industry for consideration of adoption by the committee as tentative standards.

Requirements for smoothness and oil penetration in the specifications of several of the book-paper items have now been in effect for 1 year with very satisfactory results. It was found necessary to include these requirements in order to obtain greater uniformity in deliveries from various contractors furnishing the same grade of paper. During a 6 months' contract term, four paper mills were manufacturing supercalendered book paper for the Government Printing Office on identical specifications which, at that time, included no definite requirements for smoothness or oil absorption. Two of these mills had a tendency to produce a smooth paper with a rapid oil absorption and the other two a paper with a somewhat lower smoothness and a slower rate of oil absorption. Both of these papers permitted reasonably good printing, but to obtain these good results it was necessary to vary the ink and press conditions for each paper. Since specifying definite smoothness and oil-absorption properties, this difficulty has been largely eliminated.

The value of a recently marketed instrument for determining paper permeability to oil or other fluids was investigated. This instrument was designed to indicate the progressive changes in light reflectance from the surface of the sheet opposite to the source of absorption, by means of a photoelectric-cell mechanism.

This instrument gave consistent readings for the time of penetration when castor oil was used as the penetrating medium, and the readings were reproducible on such papers as newsprint, machine-finish book, supercalendered book, and antique book.

However, consistent results were not obtainable with certain ink compositions containing kerosene as a vehicle.

For water-absorption determinations, the cup of the instrument did not carry in the meniscus above its rim a sufficient volume of water to afford complete wetting and penetration of the stock to determine accurately the degree of sizing of tub-sized bond and ledger papers.

In order to establish several possible sources of supply for tabulating-card paper, our cooperation has been given to several paper manufacturers in the development of suitable paper stocks. To this end, the interested mills have submitted several trial lots of this type of paper, representing their progressive experimental changes in manufacture, based upon our reports of complete technical tests, printing, and operating performance. The criteria set as determining good tabulating-card paper were precise uniformity of thickness, density, formation and finish, freedom from electrically conducting particles, and a very low coefficient of expansion and contraction resulting from atmospheric variations.

During the year the number of envelopes purchased totaled 61,430,000. Of these purchases, 43 deliveries, or 3,093,868 envelopes,

were rejected. The following is a tabulation of the causes of rejection and quantities of rejected envelopes for the fiscal year 1937:

Cause of rejection	Number of deliveries	Number of envelopes
Deficient in—		
Folding endurance	39	2, 977, 445
Bursting strength	1	20, 500
Not within weight tolerance	2	35, 000
Unsatisfactory general appearance	5	60, 923
Total	47	3, 093, 868

The total production of printing inks, including mimeograph, stamp-pad, and numbering-machine inks, for the year was 298,229 pounds.

A number of miscellaneous products were also manufactured. These are classified as follows:

Material	Quantity
Blue toner—pounds	23, 316
Molding wax compound—do	100
Turpentine substitute for lithography—do	304
Marbling pulp colors—do	40
Electrotype backing fluid—quarts	160
Ruling inks—do	2, 144
Writing inks (all colors)—do	24, 680
Striping ink for tabulating cards—do	110
Special ink solvent—do	1, 900
Lacquer thinner—do	560
Mucilage—do	250

The following inks and miscellaneous materials were furnished, as during previous years, to the various Government departments and independent establishments in quantities indicated:

Material	Pounds
Mimeograph ink, black	90, 127
Printing ink, black and colored, including mimeograph	7, 494
Addressograph ink, blue and black	78
Writing ink (all colors)	[1] 24, 048
Stamp-pad and numbering-machine ink	4, 420
Check-signature ink	332
Letter-box time-card ink	122
Special ink solvent	[1] 404
Molded glue, including canceling-stamp composition	3, 517
Paste	9, 337

[1] Quarts.

Waterproof red and blue ruling inks have been developed for use in the Government Printing Office, and special inks in blue, green, brown, and black colors were developed for check-signing machines.

The total amount of type metal standardized during the fiscal year 1937 was 9,357,570 pounds, a decrease of 576,214 pounds from the preceding year.

The following table gives in detail the various quantities of metal for the fiscal year 1937 employed in the correction of the various type metals to standard formulas. This includes the metal returned for remelting, correction metal, dross, percentage increase due to correction, and percentage loss due to drossing, calculated on the quantity of metal remelted.

	Universal	Electrotype	Slug
Returned for remelting.....pounds..	8, 622, 617	744, 829	19, 345
Correction metal used:			
Lead-antimony alloy.....do....	7, 814	4, 163	.....
Tin.....do....	8, 028	601	.....
Lead.....do....	82, 058	70, 221	.....
Total.....do....	97, 900	74, 985	19, 345
Total corrected metal.....do....	8, 541, 069	797, 156	.....
Dross.....do....	179, 448	22, 658	.....
Increase due to correction.....percent..	1. 14	10. 07	.....
Loss due to dross.....do....	2. 08	3. 04	.....

Universal metal, containing 6 percent tin, 12 percent antimony, and the remainder lead, was used throughout the year for all type-casting, line-casting and stereotype-casting machines. Some solid bodies or metal bases for mounting zinc and copper cuts were also cast from this material.

During the year 5,092 pounds of pig tin, 180,111 pounds of pig lead, 271,061 pounds of Universal type-casting metal, and 228,374 pounds of electrotype backing metal were bought, for which purchases the following materials were exchanged as partial payment: 449,000 pounds old electrotype plates, 100,000 pounds old stereotype plates, 215,463 pounds Universal metal dross, 13,835 pounds electrotype shells, 33,719 pounds electrotype dross, 4,236 pounds brass rules, 1,438 pounds mixed foundry type and brass rules, and 1,228 pounds foundry type.

In addition 2,571 pounds of tin were purchased outright.

Electrotyping procedure was maintained without change of solution formulas during the year. Six lead anodes were employed at intervals as needed in each of the 1,200-gallon semiautomatic copper depositing

tanks, to exert a stabilizing influence in preventing the formation of an excess of copper sulphate, and at the same time tending to regenerate the sulphuric acid content, thus maintaining more closely the standard concentrations of the solutions during operation.

Press rollers manufactured during the year totaled 4,322, as compared with 4,512 for 1936.

Of the number manufactured, 875 were mechanically coated upon a specially prepared core by a process whereby the core is rotated as the hot composition is poured upon it. For this purpose 159 base rollers, having a foundation of a tough and resilient composition over the steel core, were purchased during the year. These purchases included 69 form rollers and 74 distributing rollers for Miehle cylinder presses and 10 form rollers and 6 distributing rollers for Hoe rotary web presses.

Experimental variations were made in the formulas of several rollers to include a new glycerine substitute. These are now being tried out to determine their merit.

The manufacture of molded glue during the fiscal year totaled 111,005 pounds, as compared with 112,388 pounds last year. The manufacture of glucose-glycol paste amounted to 25,000 pounds and of flour paste 85,000 pounds as compared with 21,000 and 85,000 pounds, respectively, for last year.

Research on bookbinding problems was continued in cooperation with the Employing Bookbinders of America and the Book Manufacturers' Institute under the Research Associate Plan.

The research work on bindery adhesives was extended to determine the effectiveness of using a single grade of glue of high jell strength and high viscosity in all formulas. As a result of this study two of the three grades of glue formerly used in these formulas were eliminated. The formulas for flexible glues based upon the retained type of glue have been modified accordingly as follows:

FORMULA A.—*Utilizing waste roller composition for general bindery uses*

	Percent
Glue	20. 80
Glycerine	16. 60
Waste roller composition	9. 80
Water	52. 60
Beta naphthol	. 10
Terpineol	. 10
	100. 00

FORMULA B.—*For use on gathering, stitching, and covering machines*

	Percent
Glue	36. 30
Glycerine	16. 60
Water	46. 80
Beta naphthol	. 15
Terpineol	. 15
	100. 00

FORMULA D

	Percent
Glue	17. 00
Waste roller composition	42. 50
Water	39. 60
Zinc oxide	. 90
	100. 00

FORMULA E.—*For use in modifying other glues when necessitated by weather conditions*

	Percent
Glue	23. 60
Waste roller composition	7. 90
Water	68. 20
Beta naphthol	. 15
Terpineol	. 15
	100. 00

FORMULA G.—*For cabinetmaking work*

	Percent
Glue	41. 50
Glycerine	2. 80
Water	55. 40
Beta naphthol	. 15
Terpineol	. 15
	100. 00

FORMULA K.—*A new formula developed for use in casemaking and mailing machines*

	Percent
Glue	33. 20
Water	66. 60
Beta naphthol	. 10
Terpineol	. 10
	100. 00

Formula C, for use on the Perfect Binding Machine, has not been changed, since this formula was originally based on the use of high jell strength and high-viscosity glue. Formulas F and H have been eliminated as no longer needed.

The following specification is used in purchasing dry glue of high jell strength and high viscosity: Viscosity, not less than 130 nor more than 140 millipoises; jell strength, not less than 400 grams; and pH value, not less than 6.4 nor more than 7.0.

Owing to the market scarcity of glycerine it was necessary to conduct research work to find a suitable partial substitute for use in flexible-glue formulas and roller composition. In this investigation it was desired to find a substitute possessing chemical and physical characteristics essentially like those of glycerine. As a result of this work, formulas A, B, and D have again been revised, substituting diethylene glycol for glycerine either in part or in whole as follows:

FORMULA A.—*For general bindery use*

	Percent
Glue	22. 60
Diethylene glycol	22. 10
Water	55. 10
Beta naphthol	. 10
Terpineol	. 10
	100. 00

FORMULA B.—*For use on gathering, stitching, and covering machines*

	Percent
Glue	36. 30
Glycerine	8. 30
Diethylene glycol	8. 30
Water	46. 80
Beta naphthol	. 15
Terpineol	. 15
	100. 00

FORMULA D

	Percent
Glue	26. 50
Glycerine	13. 25
Diethylene glycol	13. 25
Water	46. 70
Beta naphthol	. 15
Terpineol	. 15
	100. 00

The specifications for book cloths used in the Bindery were revised to eliminate starch-filled book cloths and to adopt in their places pyroxylin-impregnated fabrics. These impregnated fabrics are an adaptation of the earlier pyroxylin-coated fabrics to meet new conditions and requirements.

The excessively heavy pyroxylin surface of some coated fabrics makes them subject to cracking and flaking off wherever sharp bends occur. Starch-filled fabrics have a disadvantage in not being waterproof and vermin proof. Impregnated fabrics were developed with a view to overcoming this fault of cracking or flaking off sometimes encountered in the coated fabrics, and still retaining their advantages of being vermin resistant and waterproof.

The impregnated and coated fabrics are much the same in character, since both contain the same ingredients, the difference consisting chiefly in the mode or manner of application of the protective coatings. In each instance a cotton cloth is treated with a pyroxylin base. To the nitrocellulose of the pyroxylin base there are added a solvent for the nitrocellulose to facilitate the flowing of the base onto the cotton cloth, a plasticiser, which helps to give softness and flexibility to the treated fabric, and a pigment or dye to give the desired color. The construction, or thread count, of the base cloth used for impregnated fabrics differs somewhat from that of coated fabrics. The pyroxylin base, in the case of the coated fabrics, is applied as a coating on the surface of the base cloth, and varies somewhat to conform to the particular type of finish desired. The coated fabrics are sometimes finished to resemble leather, hence the name "imitation leather" frequently applied to this type of material. In the case of the impregnated fabrics, the pyroxylin base is forced between the threads of the base cloth, and this action tends not only to anchor the pyroxylin compound to the cotton goods but also to permit the texture of the base cloth to become apparent. In the latter respect it resembles in appearance the starch-filled fabrics. In addition to technical tests, prior to adoption of pyroxylin-impregnated materials these cloths were subjected to thorough practical tests in the Bindery. These Bindery tests consisted in making up the fabrics into book covers; stamping them with gold, bronze leaf, aluminum leaf, and ink; making up dummy books and other practical tests which might give an indication as to how this material would work in comparison with starch-filled cloths. As a result of these tests, pyroxylin-impregnated book cloths and buckrams have been satisfactorily used in this Office for the past 6 months.

The following specifications were drawn to cover the purchase of five grades of pyroxylin-impregnated fabrics for use by this Office. These specifications conform very closely to requirements set forth in Commercial Standard CS57–36 for book cloths, buckrams, and impregnated fabrics:

Pyroxylin-Impregnated Fabrics, 38 Inches Wide

general requirements

Awards will be made only on bids for material fully complying with specifications.

Samples 1 foot square must be submitted to show colors, patterns, and finish.

One-yard samples of full width must be submitted to show color, color-fastness, and quality. Specifications are based on the finished product.

The finished cloth must be free from pinholes and from any defects or blemishes which may affect the appearance or serviceability of the material and be suitable for use on automatic feeding devices on case-making machines. The cloth must also be soft and pliable, shall not crack when bent sharply, show no tendency to stick when folded upon itself, and must retain no objectionable odors. The finish must be washable with water and the color must not crack off when rubbed with a dry or wet cloth. The breaking-strength values listed apply only to fabrics with a plain finish. A variation of not over 25 percent below the minimum breaking-strength value for plain finished cloths is allowed on embossed cloths, provided all other requirements are met.

Specifications for Light-Weight Pyroxylin-Impregnated Fabrics, Vellum Finish

Fabric. Shall be made of cotton thoroughly cleaned and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight. Finished cloth; shall be approximately 4.3 ounces per square yard.

Weight. Base cloth; not less than 2.5 ounces per square yard.

Weave. Shall be plain.

Yarn. Shall be single ply.

Thread count, threads per inch. Warp, not less than 50; filling, not less than 50; sum, not less than 104.

Breaking strength, strip method. Warp, not less than 50 pounds; filling, not less than 20 pounds; sum, not less than 77 pounds.

Specifications for Medium-Weight Pyroxylin-Impregnated Fabrics

Fabric. Shall be made of cotton thoroughly cleaned and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight. Finished cloth; shall be approximately 5.0 ounces per square yard.

Weight. Base cloth; not less than 2.8 ounces per square yard.

Weave. Shall be plain.

Yarn. Shall be single ply.

Thread count, threads per inch. Warp, not less than 60; filling, not less than 55.

Breaking strength, strip method. Warp not less than 50 pounds; filling, not less than 20 pounds; sum, not less than 77 pounds.

Specifications for Heavy-Weight Pyroxylin-Impregnated Fabrics

Fabric. Shall be made of cotton thoroughly cleaned and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight. Finished cloth; shall be approximately 5.5 ounces per square yard.

Weight. Base cloth; not less than 3.4 ounces per square yard.

Weave. Shall be plain.

Yarn. Shall be single ply.

Thread count, threads per inch. Warp, not less than 60; filling, not less than 55.

Breaking strength, strip method. Warp, not less than 55 pounds; filling, not less than 42 pounds; sum, not less than 105 pounds.

Specifications for Medium-Weight Pyroxylin-Impregnated Buckram

Fabric. Shall be made of cotton thoroughly cleaned and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight. Finished cloth; shall be approximately 8.5 ounces per square yard.

Weight. Base cloth; not less than 6.5 ounces per square yard.

Weave. Shall be plain modified; warp shall be woven in pairs.

Yarn. Warp shall be single ply; filling shall be single ply.

Thread count, threads per inch. Warp, not less than 85; filling, not less than 24.

Breaking strength, strip method. Warp, not less than 100 pounds; filling, not less than 55 pounds; sum, not less than 165 pounds.

Specifications for Heavy-Weight Pyroxylin-Impregnated Buckram

Fabric. Shall be made of cotton thoroughly cleaned and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight. Finished cloth shall be approximately 10 ounces per square yard.

Weight. Base cloth, not less than 7.9 ounces per square yard.

Weave. Shall be plain modified; warp shall be woven in pairs.

Yarn. Warp shall be single ply; filling shall be single or two ply.

Thread count, threads per inch. Warp, not less than 85; filling, not less than 25.

Breaking strength, strip method. Warp, not less than 120 pounds; filling, not less than 70 pounds; sum, not less than 200 pounds.

Continuing the cooperative research work with the Bureau of Chemistry and Soils of the Department of Agriculture to develop more permanent bookbinding leather, a purchase was made of a specially made trial lot of goatskin leather tanned with chromic oxide. This lot of leather was subjected to the various operations of bookbinding to determine its value for this use. The following report was made by the Superintendent of Binding:

This leather is soft and pliable, and lends itself readily to the forwarding process. It retains its grain and color and is entirely satisfactory. In the finishing process no difficulty was experienced, hence it is well adapted to book use.

Lubricants. After investigation of the physical characteristics and operating qualities of several commercial oils specified for lubricating casting-machine molds, one was recommended as having the required properties at lower cost. This has given very satisfactory results and the use of various other oils has been discontinued in favor of one purchased under standard specifications.

A brand of lubricating oil, recommended for lubricating the doors of the passenger elevators, was analyzed and identified as a lower-cost oil carried in the regular stock of this Office and purchased under standard specifications. This special elevator-door lubricating oil has therefore been discontinued in the interest of economy.

A commercial gear oil, recommended for transmission-gear lubrication, has given considerable trouble in permitting the overheating of gears on the conveyor servicing the Documents Division. Investigation of this condition led to the substitution of an extreme-pressure gear oil which has for several months been giving entire satisfaction and will save considerable cost in servicing or replacing conveyor-belt gears worn out through poor lubrication and excessive heat of friction.

Lectures to Government Printing Office apprentices. A series of four lectures was given to the apprentices by members of this Division. The first dealt with the subject of paper, outlining the various sources of fibers, their manufacture into paper, and paper's relation to printing. This was followed by a demonstration of laboratory tests, such as fiber analysis, weight, bursting strength, folding endurance, and tensile strength, given to paper purchased for this Office.

The second lecture dealt with the subject of type metals, describing their elements—lead, tin, and antimony. A discussion was given of their origin, physical and chemical properties, and their significance as constituents of type metal. The effects of impurities in type metals, such as copper and zinc, were also treated and methods of type-metal analysis demonstrated.

The classification of printing inks was the subject of the third lecture. Their physical properties and uses, together with a description of the grinding mills and their functions, and typical ink formulas were discussed. The basic principles underlying the setting and drying of printing inks were also treated.

A discussion of bookbinding materials and rollers concluded the series of lectures. The manufacture and testing of book cloth, bookbinding leather, linen and cotton threads, crash, duck, cotton cloth, head bands, press and fold tapes, flexible glues, pastes, and other materials used in bookbinding were treated.

These preliminary lectures served as an introduction to a more extensive study of the chemistry of printing planned for presentation to the apprentices in the last year of their course.

Assistance to other departments.—As in previous years, the Division rendered valuable assistance to other Government departments, including Agriculture, Navy, Treasury, Interior, Commerce, Post Office, and Veterans' Administration, in solving technical problems pertaining to paper, inks, glue, and metals.

Contact with printing, binding, and allied organizations. This Division has maintained cooperative contacts with the United Typothetae of America, American Newspaper Publishers Association, Lithographic Technical Foundation, Technical Association of the Pulp and Paper Industry, American Standards Association, and the Printing and Allied Trade Research Association of Great Britain. Many letters expressing appreciation for technical service rendered them have been received from various printing and allied organizations. The following excerpt from a letter of the United Typothetae of America dated April 3, 1937, illustrates such appreciation:

> I certainly appreciate the splendid analysis which you made * * * as per your letter of April 2.
>
> I am sure that the information you have given is exactly of the type desired by our local association.

Correspondence. Numerous requests for technical information concerning the work of the Government Printing Office and printing and binding problems in general were received from commercial firms. These technical inquiries pertained to the manufacture of printers' rollers, printing and writing inks, adhesives, composition and handling of type metal, paper specifications and methods of paper testing, photoengraving technique, offset lithography, printing on celluloid and on metals, attack upon books by insects, quality of bookbinding cloths and leathers; and many other technical inquiries concerning the work of this Office. Many requests for Government Printing Office technical bulletins issued by this Division have also been received. The value of furnishing information upon such subjects to commercial organizations is reflected by the numerous letters of appreciation received by the Government Printing Office.

Division of Public Documents

The fiscal year 1937 was the best year in the history of the Division from a sales standpoint. There was an increase, month by month during the year, and in June the number of cash orders received totaled 70,070, being 100 percent more than for the same month of the previous year.

The total sales for the fiscal year 1937 amounted to $813,246.60, an increase of $132,520.91 over the fiscal year 1936, and the 595,823 orders received exceeded those for last year by 46,975.

Some idea of the volume of the service now rendered by the Division of Public Documents may be gained from the following table, which shows the number of orders received, the number of publications sold, and the amount received for the same for the past 10 fiscal years:

Fiscal year	Number of orders	Number of publications sold	Amount
1928	467, 661	9, 226, 678	$724, 850. 58
1929	490, 314	9, 208, 148	705, 517. 00
1930	508, 400	8, 578, 592	709, 046. 13
1931	528, 893	8, 607, 247	701, 597. 80
1932	519, 597	7, 714, 394	609, 148. 01
1933	481, 295	8, 255, 490	540, 532. 29
1934	496, 215	10, 459, 964	594, 007. 64
1935	538, 698	9, 499, 205	637, 414. 43
1936	548, 848	8, 832, 162	680, 725. 69
1937	595, 823	10, 074, 337	813, 246. 60

As indicative of the widespread interest in Government publications, notwithstanding the limited publicity accorded them, it may be pointed out that in a number of instances the copies sold have totaled from one hundred thousand to more than a million.

It is believed that any action that would tend to call the attention of the general public to the fact that the United States Government operates a book store in connection with the Government Printing Office would be worth while, as there is a widespread interest in Government publications. Their importance to the general public and to the business interests of the country cannot be fully estimated, and their sale and distribution is one of the functions of this Office that brings to the public a more intimate knowledge and appreciation of what the Government is doing to help them.

In any revision of the printing laws that may be contemplated by Congress it is urged that consideration be given to the curtailment of free distribution, and the substitution therefor of a sales policy so as to eliminate the waste that accompanies the present method.

Distribution.—Distribution for the departments and other governmental agencies continues to be one of the main activities of the Division of Public Documents. Although the total distribution for the past year, comprising 802,567,950 publications and forms, was 60,186,512 less than for the fiscal year 1936, it was 373,617,043 more than for the fiscal year 1935.

The average distribution for the departments, prior to the establishment of the emergency activities, was approximately 70,000,000 publications annually, whereas this year it amounted to 73,228,402 publications.

The accompanying statement shows the number of copies of publications on hand July 1, 1936; the number of publications received and distributed during the fiscal year 1937; the number of copies of forms received and distributed during the fiscal year 1937; and the number of copies of publications on hand July 1, 1937, for the various executive departments and independent Government establishments:

Department or establishment	Copies of publications on hand July 1, 1936	Copies of publications received during year	Forms received during year	Copies of publications distributed during year	Forms distributed during year	Copies of publications on hand July 1, 1937
EXECUTIVE DEPARTMENTS						
State	1,189	0	0	1,184	0	5
Treasury	949,692	1,943,299	39,597,067	1,892,036	39,597,067	1,000,955
War	1,306	2,094	0	2,444	0	956
Justice	3,004	180,527	0	180,738	0	2,793
Post Office	8,638	7,448,250	1,428,800	7,433,105	1,428,800	23,783
Navy	8,397	94,246	0	48,665	0	53,978
Interior	741,327	2,247,657	595,000	2,066,758	595,000	922,226
Agriculture	10,658,582	23,929,305	0	20,987,228	0	13,600,659
Commerce	1,279,384	2,890,442	4,890,230	2,611,977	4,890,230	1,557,849
Labor	647,343	2,998,143	0	2,987,205	0	658,281
INDEPENDENT OFFICES						
Employees' Compensation Commission	895	1,335	6,149,000	1,335	6,149,000	895
Federal Communications Commission	601	0	0	0	0	601
Federal Power Commission	2,327	0	0	75	0	2,252
Federal Reserve Board	5,644	685	0	5,672	0	657
Federal Trade Commission	138,464	49,002	0	111,973	0	75,493
General Accounting Office	0	953	0	953	0	0
Interstate Commerce Commission	75,374	818,905	0	818,905	0	75,374
National Advisory Committee for Aeronautics	931	425	0	1,356	0	0
National Archives	2,440	105,294	0	102,756	0	4,978
Personnel Classification Board	2,188	0	0	50	0	2,138
President's Committee on Administrative Management	0	61,888	0	40,141	0	21,747
Smithsonian Institution	140,986	181,383	0	162,260	0	160,109
Veterans' Administration	0	983	0	983	0	0
JUDICIARY						
Court of Customs and Patent Appeals	408	325	0	0	0	733
Supreme Court of the United States	0	1,800	0	1,800	0	0
CONGRESSIONAL						
Bicentennial Commission	2,116	9,200	0	9,588	0	1,728
Congress	20,814	1,002,590	0	1,009,830	0	13,574
Government Printing Office	0	4,905	0	4,905	0	0
Library of Congress	123,337	16,186	0	15,651	0	123,872
EMERGENCY ADMINISTRATIONS						
Agricultural Adjustment Administration	23,000	18,395,419	103,505,835	18,393,104	103,505,835	25,315

Department or establishment	Copies of publications on hand July 1, 1936	Copies of publications received during year	Forms received during year	Copies of publications distributed during year	Forms distributed during year	Copies of publications on hand July 1, 1937
EMERGENCY ADMINISTRATIONS—cont.						
Commodity Credit Corporation	7,350	3,000	13,710,500	3,000	13,710,500	7,350
Emergency Conservation Work	2,490	29,500	0	29,500	0	2,490
Farm Credit Administration	962,235	233,774	94,900	301,009	94,900	895,000
Federal Emergency Relief Administration	0	0	571,000	0	571,000	0
Federal Home Loan Bank Board	0	58,982	0	58,982	0	0
Federal Surplus Commodity Corporation	0	0	225,000	0	225,000	0
National Bituminous Coal Commission	0	129,400	2,000,000	129,400	2,000,000	0
National Emergency Council	0	0	5,595,550	0	5,595,550	0
National Planning Board	1,680	0	0	0	0	1,680
National Resources Committee	12,478	33,056	0	34,416	0	11,118
Public Works Administration	0	191,906	0	189,267	0	2,639
Puerto Rico Reconstruction Administration	0	398,500	2,127,550	398,500	2,127,550	0
Resettlement Administration	0	254,100	4,273,600	254,100	4,273,600	0
Rural Electrification Administration	0	562,713	0	562,713	0	0
Securities and Exchange Commission	0	2,000	0	2,000	0	0
Social Security Board	0	6,475,822	153,001,849	6,475,822	153,001,849	0
Works Progress Administration	0	5,897,016	375,473,235	5,897,016	375,473,235	0
Total	15,824,620	76,655,010	713,239,116	73,228,402	713,239,116	19,251,228
Superintendent of Documents	3,605,869	15,856,051	0	16,100,432	0	3,361,488
Grand total	19,430,489	92,511,061	713,239,116	[1] 89,328,834	713,239,116	22,612,716

[1] This total includes 427,718 copies of departmental and 1,959,098 Superintendent of Documents discarded obsolete publications, making the actual distribution 86,942,018 publications and 713,239,116 forms, totaling 800,181,134 copies.

These figures would be materially increased if there were compliance with the law which requires that all mailing be done under the direction of the Public Printer.

The centralized distribution plan was incorporated in the Legislative Appropriation Act of 1913, upon the recommendation of the Commission on Economy and Efficiency. The Printing Investigation Commission, which had also considered the subject, took exception to that part which provided for individual distribution through the Government Printing Office. It was their contention that the transfer of this kind of distribution to the Government Printing Office would impair the service and prove more expensive than if the departments were permitted to handle the distribution on individual requests.

There appears to be no disagreement between those who have made a study of this centralized distribution plan as to the economies that might be effected if the distribution were confined to mailing lists and quantity shipments.

Mailing Lists. The centralization of mailing operations under the direction of the Public Printer requires the maintenance of mailing lists for the various departments of the Government, and at the close of the last fiscal year there were 4,460 different lists, which was an

increase of 1,071 over the previous year. Changes made during the year involved the dropping of 58,892 stencils and the addition of 44,097, due to changes of address and the adding of new names to the list. There are at present 1,889,703 stencils in active use.

Libraries. The important problems affecting the libraries may be grouped under three heads, as follows: (1) To amend the laws relating to distribution of public documents to depository libraries so as to provide for their receiving all publications issued; (2) to remedy the defects in depository library legislation; and (3) to remedy the difficulties experienced in receiving processed material.

1. *To Amend the Laws Relating to Distribution of Public Documents to Depository Libraries so as to Provide for the Libraries, Receiving all Publications Issued*

H. R. 5471, Seventy-fifth Congress, is a step in the right direction and, with a few amendments, would meet with the approval of the libraries. It is recognized that the cost would be an important item if all the libraries elected to accept all the additional publications provided for in the bill, as it would amount to approximately $60,000. The cost would actually be materially less, however, as the libraries have the privilege of making selection, and it is not probable that they would all decide to accept all of the material in question. The importance of having this information before considering the bill is apparent and, for this reason, a questionnaire has been sent to the libraries. When the returns are compiled we will be able to arrive at a rather definite conclusion as to what the added cost would be to the Government. It is believed that only the larger libraries will want this additional material, and as it includes publications of importance which are made available to libraries in foreign countries through the International Exchange it would seem that the same privilege should be accorded the more important libraries in this country.

2. *To Remedy the Defects in Our Depository Library Legislation*

It is most gratifying to report that real progress is being made in connection with the plans to remedy the defects in depository library legislation. There is nothing new to add to what has been said in previous reports on the subject which has been under consideration by the public documents committee of the American Library Association at their annual conferences for a number of years past.

The present depository system operates on a political and population basis, and gives no consideration to the location of a library or its ability to make the publications available to the public. A check-up

by means of a questionnaire has been our only method of ascertaining what use is made of Government publications by the depositories, and the results have not been satisfactory.

The public documents committee of the American Library Association agrees with this Office that as a basis for any change in the present law an actual survey of the libraries should be made. At the annual conference of the association in New York City this year the chairman of the public documents committee recommended to the executive board that a survey of all Federal depository libraries be made, and, further, that this be a field survey and that, if the funds were not available from the association's budget, the secretary of the American Library Association attempt to secure them from an outside agency.

The executive board of the American Library Association, at its meeting on June 26, adopted the following:

> Voted, that the officers be authorized and instructed to ask necessary funds for a survey of all Federal depository libraries, as recommended by the committee on public documents, if and when the project has been prepared in detail and approved by this board.

The committee on public documents will prepare this project in detail for submission to the board, but, as it vitally concerns this Office, we will be given the opportunity to review it and to make any suggestions thought proper, so as to make sure that the results of the survey will bring out all the information necessary upon which to base recommendations for a new law governing depository-library distribution.

3. *To Remedy Difficulties Experienced in Receiving Processed Material*

The problems of the librarians have not been lessened by the growth in the amount of processed material issuing from the various departments and establishments of the Government. The main complaint is their difficulty in obtaining copies, and the lack of some assurance that copies will be forwarded to the Superintendent of Document's Office for proper listing in the official catalogs, as required by law.

The resolution of July 15, 1937, adopted by the Joint Committee on Printing will go a long way toward correcting the omission in our catalogs, as it directs all departments and agencies of the Government to furnish our library with one copy of every publication, whether printed or processed. It further provides that a monthly list of all material printed or processed be sent to the Office of the Superintendent of Documents so that we may have something tangible to check against for the purpose of making sure that the document catalogs are complete.

Maintenance Division

The work of the Maintenance Division comprises the general maintenance of buildings, including their mechanical and electrical equipment and all production machinery and equipment except typesetting machines. This Division also operates all power-plant facilities, elevators, conveying systems, and air-conditioning equipment. Building alterations, installation of new equipment, design and construction of special equipment, and all engineering problems connected with the Office are also important parts of the work of the Maintenance Division.

The several sections and shops performed a total of 96,501 jobs, of which 58,797 were classed as repairs. The balance of 37,704 comprised inspections, adjustments, servicing various kinds of equipment, alterations, and new work, including the installation of a total of 45 new machines. Operating the power-plant facilities, cleaning the buildings, and drafting-room work do not enter into the above count of jobs performed.

During the year a very considerable amount of old wooden equipment used throughout the Composing Division has been replaced by steel equipment, which has the advantage of providing more compact storage of type and at the same time reducing the combustible content and fire hazard of the buildings. Electric welding equipment recently installed has made possible the economical construction of a considerable part of this special metal equipment and has also proved itself very valuable in making repairs to broken parts of production machinery, thus avoiding the delays incident to procuring new parts from manufacturers, or making them.

Improvements have also been made on various machines and equipment in the production divisions, of particular interest being the improvement of a curved-plate beveling machine for the Platemaking Division and the attachment of adjustable markers on the plate cylinders of several web presses. An improved squaring-up frame was designed and built for the Job Composing Section, and a multiple rotary cutting and slitting machine for special requirements of the War Department.

In preparation for demolition of the 80-year-old condemned buildings at North Capitol and H Streets, an extensive moving program is under way. The approximately 20,000,000 copies of publications which comprise the sales stock of the Public Documents Division and the receiving and shipping section of this Division are being moved into a leased building at 613 G Street NW.

Besides the replacement of the 80-year-old condemned buildings, there is urgent need for replacement of elevators and modernization of the electric wiring in the present main building. The elevators have been in service 35 years, much of the time operating both day and night. Since their installation, electric lift trucks have been put into use throughout the Office for hauling paper. The limited capacity of the old elevators seriously limits loads. Worn condition and obsolete design are further handicaps in their operation and decrease their safety. Important parts needing replacement can no longer be supplied by their manufacturer. As only a part of the elevators can be taken out of service at one time and as replacement of all at an estimated cost of $288,000 will require more than a year's time, it is very urgent that an appropriation for this work be provided during the coming session of Congress.

The electric wiring as installed 35 years ago is obsolete, inadequate, and far more hazardous than modern wiring. The building was originally wired for direct current, and, as the new buildings will operate on alternating current, it is highly important both from efficiency and safety considerations that the 35-year-old system be modernized. The estimated cost for this work is $102,500.

An appropriation, requested at the last session of Congress to increase the authorization on the new building project to include these items, failed to pass. The items are necessary and can be handled to advantage in connection with the new building project. It is urged, therefore, that an appropriation for this purpose be made during the next session of Congress.

Under authority of the act approved February 28, 1933 (Public, No. 381, 72d Cong.), the practice of printing supplementary records and statistics in the Annual Report of the Public Printer has been discontinued, and original copies of such information as has been prepared are on file for public inspection.

A. E. Giegengack,
Public Printer.

21614—37 U. S. GOVERNMENT PRINTING OFFICE: 1937